

Job position – Operations Assistant

The purpose of this position is to support the role of our Director of Operations, currently Erik Blanchard. This person will work with Erik and the custodians in the maintenance of the building in Cedar Falls and help prepare spaces for use by various groups, both OHC ministry groups and guests. A positive attitude and upbeat personality are a must. This person must believe and participate in the mission of Orchard Hill Church by supporting the needs of the congregation, staff, and public.

Items specific to this position include, but are not limited to:

- Work with the Director of Operations and custodians to keep church property well maintained, including a regular visual inspection of the building and grounds;
- Assign responsibilities to custodians for daily cleaning and follow up to ensure work is completed satisfactorily;
- Build positive affirming relationships with current custodians, working shoulder to shoulder with custodians for event set up and tear down as assigned;
- Participate in the interview and hiring of custodians in coordination with Erik;
- Ensure that all areas of the church are cleaned well and assign responsibilities accordingly;
- Ensure that equipment, vacuums, mops, buckets, etc., are cleaned and maintained;
- Maintain inventory of cleaning supplies and make sure supplies are ordered as needed;
- Provide a friendly welcome to guests as they are encountered and assist in meeting their facility needs;
- Participate in weekly Ops team and all staff meetings as available;
- Various duties as assigned by the Director of Operations;
- Work schedule will be flexible and worked out with Director of Operations and include some weekend hours.