



## **ACCOUNTABILITY AND RESPONSIBILITY**

# **OPERATIONS ASSISTANT**

AT TRINITY BIBLE CHURCH, WILLOW PARK, TX

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**TITLE: OPERATIONS ASSISTANT**

**ACCOUNTABLE TO: OPERATIONS MANAGER**

**OVERVIEW:** The Operations assistant for Trinity Bible Church is responsible for assisting with the overall success of the Operations team. The position will assist with various areas of Operations as needed and Involvement with each area may change from week to week.

**REQUIREMENTS:** Knowledge of IT and various trade skills, Problem Solving, Following Instruction

### **RESPONSIBILITIES:**

#### **Campus First Impressions**

- » Works with Operations Manager to ensure the church is prepared on weekdays to greet church members and visitors.
- » Assist Operations Manager in the development and implementation of policy as related to keeping our building functioning and secure during the week.
- » Regularly inspect the indoor and outdoor premises of the church for areas of need and concern.

#### **Facility Setups and Cleaning**

- » Assist Operations Manager in preparation of our building for events and activities throughout the week, including being available for the duration of certain events for teardown and reset.
- » Assist in the daily cleaning and stocking of supplies as assigned in the cleaning schedule.
- » Complete work orders for basic facility requests.

#### **Facility Support**

- » Schedules security and facilities needs using available technology (i.e. Door Opening, Air Conditioning and Irrigation).
- » Provide first level support for facility needs.
- » Assist Operations Manager in managing and executing facility projects.

#### **Supply Inventory**

- » Work with Ministry Leaders to identify the needed inventory supply.
- » Weekly inventory checks/reorder process.
- » Ensure supplies are kept secure.
- » Identify and implement ways to minimize supply cost.

To apply, send your resume to [Colton Webb, CWebb@trinitybible.com](mailto:CWebb@trinitybible.com).