

# Operations Manager

## Position Description

<b>Position Title:</b>	Operations Manager
<b>Classification:</b>	Full-Time Managerial
<b>FLSA Status:</b>	Exempt
<b>Reports To:</b>	Executive Director
<b>Adopted:</b>	June 23, 2020
<b>Revised:</b>	July 16, 2024

### **Summary:**

The Operations Manager is responsible for overseeing the operations of the church facility including supervising the cleanliness and functionality of church buildings and grounds, coordinating the church calendar for ministry activities, providing leadership and supervision to all maintenance and food service staff.

### **Qualifications:**

1. **Commitment:** An active and growing walk with Jesus Christ and a commitment to the values and vision of Tabernacle Baptist Church.
2. **Education:** A bachelor's degree in related field is preferred.
3. **Experience:** 5-years of related experience preferred. Must have excellent interpersonal communication skills and good organizational and planning abilities. Demonstrates an aptitude for orderliness, collaboration, and self-discipline.

### **Duties/Responsibilities:**

1. Schedule HVAC and oversee the effective and economical use of all utilities.
2. Maintain building security by scheduling the opening and securing of the building in accordance with the church calendar.
3. Schedule all events on the master church calendar and securing meeting space while communicating expectations of facility use to event organizers.
4. Collaborate with staff and community members for gatherings held in the facility or on the grounds including communicating policy and arranging limited logistical support for funerals, weddings, and special events.

5. Assist the Properties Committee in maintaining the church buildings and grounds in a clean, safe, and functional condition through the development and implementation of a preventative maintenance schedules for equipment, buildings, and grounds and developing an annual report on church property, facilities, and inventory.
6. Negotiate maintenance contracts and agreements with vendors and contractors.
7. Maintain an inventory and order all equipment and supplies specific to the operations of the church.
8. Schedule and supervise all housekeeping staff and volunteer maintenance teams.
9. In consultation with the Properties Committee, maintain all church vehicles in accordance with the Transportation Policy.
10. In consultation with the Properties Committee, submit an annual operations budget request to the Finance Committee. Administer expenditures of the maintenance budget.
11. Supervise the Food Services Director and, in conjunction with the Food Services Team, safeguard the implementation of all responsibilities assigned to food service operations.
12. Attend staff meetings and perform other duties pertaining to the mission of the church as assigned by the Senior Pastor.