

All Saints Presbyterian Church

JOB DESCRIPTION

JOB TITLE: Operations Associate or Operations Intern

REPORTS TO: Director of Finance & Operations

OVERALL MISSION:

To serve our Triune God by carrying out operational and logistical tasks for the benefit of the church, and to play this behind-the-scenes role with excellence, that All Saints might live as the body of Christ in Austin for the world.

SCOPE OF POSITION:

The Operations Associate will be responsible to execute operational and logistical tasks.

HOURS:

Hours and work-load negotiable. Est. 5-15 hours/week. Additional opportunities may be available.

SPECIFIC RESPONSIBILITIES:

- Sunday room preparation: coffee caddies stocked and in place; sanctuary curtains closed/open; ropes up/down. Also, prep Hospitality Room.
- Tidying the interim sanctuary
 - Keep the interim sanctuary in neat, tidy condition.
 - Remove trash and clean floor messes when discovered.
 - Keep sanctuary supplies stocked and organized.
 - Dust off chairs as needed.
- Tidying the church office
 - Keep public portions of the church office in neat, tidy condition.
 - Keep kitchenette tidy and stocked. Load/unload dishwasher.
 - Empty trash as needed.
 - Keep printers stocked with paper and staples.
 - Unsubscribe All Saints from mailing lists for unwanted mail.
- General Tidying
 - Tidy playground: put away toys, discard trash.
 - Tidy Children's Hall workroom/kitchenette and prep for Sunday.
 - Tidy Office kitchenette, discard old food.
 - Tidy sidewalks, removing trash and relocating rocks to appropriate places.
- Room setup
 - Prepare rooms for use: chairs and tables in place as required.
 - Set room thermostats to match use schedule.
 - Prepare coffee caddies when needed.
- Supplies inventory
 - Keep office supplies and church supplies stocked and stored in an orderly fashion. Track quantities of office supplies and request reorders when needed.
 - Keep coffee caddies stocked and tidy.
 - Keep Children's Hall classroom supplies stocked: goldfish crackers, cups, wipes, etc..
- Laundry – wash crib sheets, changing pad covers, swing covers in Children's Hall; wash Kitchen rags.
- Event operations support
 - From time to time, assist the church staff in executing logistics for midweek events.
- Courier services
 - As needed, pick-up supplies from local vendors for delivery to the church.

SKILLS AND QUALIFICATIONS:

1. Love for God and for the Church.
2. Enthusiasm for All Saints' philosophy of ministry.
3. Sufficiently relational. Warm personality.
4. Hard working, committed to excellence, and self-motivated.
5. Humble and teachable spirit.
6. Natural affinity for collaboration and teamwork.

CLASSIFICATIONS: Operations Staff, part-time, non-exempt

PAY: \$12.00 hourly, plus mileage reimbursement for errands on church business