



Job Description for CrossRoads Operation Manager

Title of Position: Operations Manager

Position Type: Part -Time/Full Time

Reports To: Lead Pastor

Start Date: Fall 2022

General Description

The Operations Manager will oversee the management and operations of all the physical facilities and assets of the church. This includes providing oversight and taking responsibility for the buildings, grounds, parking lots, equipment, building systems, general security and housekeeping; ensuring the facilities are fully operational, safe, neat and clean, and prepared for services and ministry activities; overseeing and performing maintenance and repairs for the church building, equipment (HVAC, electrical, plumbing, mechanical) and property; acting as a church representative with outside contractors and inspectors who visit the property and building. We are looking for someone who is either parttime or full time. The position can be flexible as needed, but also requires weekly commitments that are non-negotiable.

Compensation and Benefits

This position pays between \$20,000 to \$30,000 annually. Health insurance can be provided through the church as a reduction of the base salary. The position can be part-time or full-time. Looking for a two year commitment for a candidate. Paid Time Off (PTO) is provided for full time employees.

Expectations

- Walk consistently with the Lord and demonstrate faith and obedience in your personal life and ministry
- Demonstrate consistency of character between your walk with God, how you deal with people and how you fulfill your responsibilities
- Commit to discipleship and outreach of the church
- Actively engage in an effective personal ministry to the congregation through life group, bible studies, church events, and individual meetings
- Look for opportunities to share Christ and encourage believers to mature in Christ
- Actively attend church services and functions

Job duties and responsibilities include, but are not limited to:

1. Essential Functions

- a. Open up building/walk through at 8:45am so building is up and running by 9:00am
- b. Manage and perform all work related to the maintenance and repair of facilities (including but not limited to building inspections, HVAC, plumbing, electrical, custodial, landscape, waste management and security)
- c. Ensure all church facilities and grounds are well maintained and ready for Sunday services and mid-week events
- d. Perform janitorial/cleaning of the facilities mid-week, weekends and as needed
- e. Responsible for purchasing and maintaining supplies and equipment on an on-going basis
- f. Serve as primary contact for facility related emergencies, which may require evening and weekend work
- g. Oversee and provide event coordination. Ensure proper scheduling of set up and take down for meetings, special events, worship, weddings, memorial services, and otherwise as directed
- h. Work with appropriate government agencies to ensure that buildings are safe and meet current code requirements; must be familiar with and ensure compliance of OSHA regulations and standards
- i. Implement, monitor, and follow policies and procedures designed to improve operations, minimize operating costs, and provide efficient use of labor and materials
- j. Maintain expenditures related to the building, facilities, and grounds repairs and maintenance in accordance with the approved budget

- k. Work with the Lead Pastor and Elder Board to report problems, solutions and costs associated with projects not approved in the budget, and provide input to development of the annual budget
- l. Schedule and coordinate work with outside contractors, as necessary
- m. Develop and manage a volunteer facilities team
- n. Schedule, coordinate and act as point of contact for facilities volunteers as needed
- o. Oversee, coordinate and lead security and safety teams

2. Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the Operations Manager role. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- a. Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, bending, lifting, balancing, walking, stooping, kneeling, crouching, crawling, and handling of materials
- b. Using hands and arms in handling, installing, positioning, and moving materials and manipulating things
- c. Ability to lift/carry up to approximately 50 pounds frequently and occasional lifting/carrying of equipment weighing up to approximately 75 pounds may be required
- d. Physical mobility and endurance to perform tasks while standing/walking for long periods of time (60 minutes or more)
- e. Visual abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus

Who is CrossRoads Church?

CrossRoads is a contemporary church located in the neighborhood of Larchmont on the West side of Norfolk, Virginia that has a heart for reaching the Campus, Community, and World. We are comprised of people from all walks of life with a heavy military, college, young adult, and family focus. We function as a family on mission with a strong desire to know Christ, live in community together, and pursue the world around us with the love of Christ.

Core Values: Discipleship, Spirit led, Mercy & Justice, & Gospel centered

Mission Statement: To love the Lord our God wholeheartedly and lead others to become fully devoted followers of Jesus Christ.

Check out our website for more information on our values, ministries, and beliefs.

www.crcnorfolk.com

Send resumes to Pastor Kevin Tremper at kevin@crcnorfolk.com by August 1, 2022