



JOB DESCRIPTION

Position Title	Division/Department	Reports to
Operations Associate (Level Four- P/T - Hourly)	Administration & Support	Administrative Pastor
Employment Status	FLSA Status	Effective Date
☐ Temporary ☐ Full-Time ☒ Part-Time	☒ Non-Exempt ☐ Exempt	9/10/2025

POSITION SUMMARY

The Operations Associate will assist the Administrative Pastor and our Operations Team in living out the mission and values of Kingdom First | Second STRONG by supporting the church's operations efforts. This position combines housekeeping and setup/takedown duties and is a key team member of the Operations Team.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to, the following:

- Assist in overseeing the functionality and safety of the facility, including, but not limited to, general maintenance and general housekeeping.
- Under the direction of the Administrative Pastor, conduct routine tasks for maintenance, housekeeping, event set ups and take downs.
- Complete, verify and document all routine maintenance and repairs in the property ESpace management system.
- Complete, verify and document all routine housekeeping and cleaning in the ESpace management system.
- Complete, verify and document all routine event set ups and take downs in the ESpace management system
- Works closely with the operations team to effectively communicate building issues.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- A minimum of 2-4 years of related experience/or training preferred
- Excellent interpersonal and conflict resolution skills
- Ability to work with minimal supervision and complete multiple projects
- Ability to speak effectively with volunteers, church members, or staff members of the organization.
- Must pass post-employment drug screening, criminal background investigation, and reference inquiries.

SPIRITUAL REQUIREMENTS

- Signed acknowledgement of Second's "Statement of Faith", "Expectations of a Staff Member", and "Commitment to Community" forms.
- Signed acknowledgement to policies and procedures as stated in Second's employee handbook.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made.

- Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.
- Frequently required to sit; occasionally required to stand and walk
- Occasionally required to reach with hands and arms
- Frequently required to talk or hear
- Occasionally required to bend, twist, or climb.
- Moderate concentration/intensity, which includes prolonged mental effort with limited opportunity for breaks.
- Average memory, taking into consideration the amount and type of information.
- Moderate level of complexity for decision making. Average time pressure of decision making.
- The noise level in the work environment is usually moderate

The work environment is professional, engaging with people from all walks of life on a daily basis, as a church campus. Regular hours will be scheduled for a total of 25 hours a week Monday, Tuesday, Wednesday, and Thursday- with availability on weekends.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Reviewed with employee by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

Received and accepted by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.

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