

Operations Manager

The Church Operations Manager oversees the cleaning / maintenance of Cornwall's church building, the scheduling of rooms and events on the church calendar and provides leadership to the Facilities Team that allows for Cornerstone's mission to thrive. They also attend to some "church-wide" responsibilities related to facility maintenance, procurement and insurance at all 3 sites (Cornwall, Montague and Stratford), ensuring that necessary tasks take place and that things do not "fall through the cracks".

Cornwall:

- Be responsible for and or cause to happen, the cleaning of the facility;
 - Ordering / maintaining cleaning, bathroom supplies;
 - The cleaning schedule is to be woven in and around the ministry events.
- Be responsible for the ongoing maintenance needs of the building
 - Painting, deep cleaning and organization of storage spaces, any repairs needed to keep the building in working order.
- Be responsible for oversight of all rental groups using the facility;
 - Negotiating contracts;
 - *(policies and rates for groups who use our buildings to cover custodial hours and other building services, tracking payments and receipts);*
 - Responding to the renters' request (repairs, supplies, etc.);
 - Locking & unlocking the facility.
- Works with the Facilities Team in Cornwall to develop the annual budget for the site and for major work tasks.

Work Relationships & Ministry Responsibilities:

- Meet once a month with the Lead Pastor to review & forecast activities, projects, budgets, ministry opportunities for the people of Cornerstone to serve in this growing this ministry;
 - The Operations Manager is to be a catalyst for ministry. They are to organize work parties, cleaning opportunities, special "task" teams for painting, building maintenance projects;
 - The "success" of this ministry position is going to be linked to how many people we can engage in the ministry through these types of gifts and abilities.
- Working from home is possible, when feasible.

Church-Wide Responsibilities & Relationship

- The Operations Manger, in consultation with the Lead and/or Site Pastors and Facilities Teams, is responsible for the “church wide”:
 - Insurance policies/claims and the larger maintenance/operational affairs of all three Cornerstone’s properties, which include but are not limited to:
 - The maintenance, cleaning and or replacement of lawn mowers;
 - The maintenance, cleaning and or updating of heating systems;
 - Any and fire & safety regulation requirements;
 - Security systems;
 - Waste & snow removal contracts;
 - The cleaning & upkeep or projectors;
 - *The sourcing and purchasing of a new projector is the responsibility of the Pastor Digital Ministries.*
- The procurement and installation of larger projects / items that need to be replaced over time (example: Stratford’s pot-lights, Montague windows, Cornwall’s ovens).
- Oversee invoices and contract work that needs to be done in any of out sites.
- Other duties as assigned by Lead Pastor.

Skills & Qualifications

- Experience in custodial work and minor repairs;
- Demonstrates a working knowledge of building and fire safety codes standards as well as general maintenance and operation of buildings.