

Position: Operations Technician

Reports to: Operations Director

Job Location: Central Campus – Arden, NC

Position Type: Full-Time

Summary of Position: The Operations Technician is primarily responsible for maintaining the church facilities in a clean and orderly manner to be ready for planned church activities and events.

Essential Qualities and Qualifications

- A personal and active relationship with Jesus Christ modeled by a commitment to supporting the vision, leadership and theology of Biltmore Church
- A Christ-like testimony that is displayed inside and outside the workplace
- An expressed passion and calling for serving Jesus in a Kingdom-minded, fast-paced, local church setting
- Prepared to join in membership as an individual/family and make Biltmore Church your home church. Active involvement in a weekly Connect Group is expected.
- Demonstrated initiative with an ability to work effectively apart from close supervision
- Proficient in written and verbal communication and able to use a computer
- Well organized and have the ability to prioritize tasks

Essential Responsibilities

- Sweep, mop, and/or scrub and wax floors according to schedule or as necessitated by unforeseen events; dust furniture and shelving; wash walls and windows, and vacuum carpets as scheduled.
- Clean all restrooms and maintain adequate supply of soap, toilet articles, towels and other supplies in proper containers; empty wastebaskets; collect and remove refuse from buildings.
- Set up assembly and classroom areas for regular activities; move furniture and set up tables and chairs for banquets, special meetings, and similar occasions.
- Prepare facilities for special use as requested by the supervisor and assist when facilities and arrangements are needed for weddings and funerals.
- Make repairs to buildings and equipment as needed.
- Prepare the baptism tank for use as directed and clean following use.
- Open and close building daily as scheduled.
- Clean exterior of the building, maintain church entrances, sidewalks and parking areas in an orderly manner.
- Grounds maintenance as needed
- Shovel snow from walkways and sprinkle ice down to keep people from falling.
- Load and unload supplies, materials, textbooks, equipment, and furniture from delivery trucks as needed.
- And other duties as assigned by the Operations Director or Lead Operation Technician

Physical Demands

- Must be able to lift 50 pounds
- Must be able to climb a ladder and must be able to operate a boom lift at least 40 feet in the air
- Must be able to stand and walk the majority of the workday
- Must be able to operate Biltmore Church vehicles and travel to other Biltmore Church campuses as needed
- Must be able to work outside for long periods of time when doing general grounds maintenance