



Job title: Operations Administrative Assistant
Department: Operations (payroll to Foodservice)
Grade: 14

FLSA status: Non-exempt
Reports to: Director of Operations

The mission of Sandy Cove Ministries is to help people connect with God and each other in order to be transformed into the image of Christ, through His Word, His creation and community.

Position Summary: Working as part of the Operations team, the Operations Administrative Assistant is responsible for enhancing the Director of Operations' effectiveness by providing information management support and providing administrative support to the Director, for all departments and responsibilities under the Director's leadership.

General Purpose: To help people connect with God and each other by providing administrative and functional support in the Director of Operations Office.

Necessary Qualifications:

- A personal relationship with Jesus Christ
- Demonstrate Christ-like character and spiritual maturity
- Missional-minded and possess an excitement about Sandy Cove Ministries
- A team player with a minimum High School diploma and 2+ years in Administrative position(s)
- Must be able and willing to work overtime as needed
- Must be able and willing to keep confidential information
- Must demonstrate professionalism in dealing with guests and staff of Sandy Cove

Essential Job Functions/Responsibilities:

- Process bi-weekly payroll for all departments under Operations (up to 80+ employees seasonally)
- Work as a liaison between departments and Human Resources to communicate upcoming employee reviews, training sessions, and announcements and other necessary communications.
- Work with Human Resources to onboard all new employees to the various Operations departments, ensuring they have schedules, uniforms, keys, and any other information needed, when arriving for their first day of work.
- Assist department managers with scheduling their employees and maintaining their departmental schedules.
- Attend the Weekly Schedule meeting to ensure department managers are well informed of upcoming guest counts and needs.

- Manage current employees uniform needs and work with Payroll to process payroll deductions for said uniform needs.
- Place orders and maintain inventory of office supplies for each department of Operations.
- Work with Guest Relations Manager to order snack foods and gift items sold at the Front Desk.
- Work with Summer Staff Leadership and Converge Leadership to ensure their food needs are met.
- Process all invoices for Operations departments and send them to Accounts Payable for final processing and payment to vendors.
- Maintain all departmental forms, signage, nametags, etc.
- Manage all Material Safety Data Sheets (MSDS)
 - Identify and review all chemicals used in each Foodservice department
 - Ensure that Sandy Cove Ministries possesses an up to date MSDS for each chemical used and organize within a readily accessible book within each department
- Manage all Food for Thought (special dietary requests) made by guests
 - Receive and organize forms, making sure that each necessary department has the form at the time of the guests stay with Sandy Cove Ministries
 - Call guests for clarity of request if necessary
 - Assist the Executive Chef with basic research of the rarer restrictions and dietary needs of some guests
- Work with Facilities Manager to calendar preventive maintenance lists and various inspections/certifications and ensure they are accomplished in a timely manner.
- Run local errands for Operations and its Departments as needed.
- Be cross-trained in all non-skilled positions in various departments in order to fill in line rolls when needed (i.e. Dining Room Supervisor, Wait Staff, Kitchen Rounds, Front Desk Clerk, Reservations, Event Tech, A/V Tech).
- Any other reasonable responsibilities as directed by the Director of Operations.

Essential skills and experience

- Excellent verbal and written communication skills
- Must possess computer expertise in Microsoft Office Professional (Word, Excel, PowerPoint) and able to learn new systems easily and quickly
- Must possess strong analytical and discernment abilities and possess integrity
- Must possess excellent organizational skills, be self-disciplined and able to multi-task
- Ability to work under pressure and meet desired results, multitask and work in collaboration with team
- Creativity in reporting processes and results

Nonessential skills and experience:

- Previous Operations (Guest Services, Dining, Kitchen, Event Planning) experience with a non-profit is preferred but not necessary

Reporting to this position: none

Physical demands of work environment: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical demands:* While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hands, climb stairs, balance, stoop, kneel, talk or hear. The employee must occasionally lift and/or move up to 40 pounds.
- *Work environment:* While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.

General sign-off: The employee is expected to adhere to all company policies and to act as a role model for all other Sandy Cove Ministries' employees.

I have read and understand this explanation and job description.

Signature: _____ Date: _____

Created: 06/15/2016