

**WHITE BLUFF CHAPEL  
ORGANIZATION AND PROCEDURES MANUAL**

4.2.7

**PROPERTY OPERATIONS SPECIALIST**

3/20/2016

The Property Operations Specialist (POS) is a part-time position responsible for setup and/or takedown of all regularly scheduled events and special events to meet the requirements of White Bluff Chapel and its members. The POS will have a master key that opens all outside doors, the door to the office and the door to the storage room.

The POS reports administratively to the Office Administrator and ultimately to the Staff Relations Committee and receives specific directions from the Chair of the Property Committee.

**Qualifications of Property Operations Specialist:**

- Self motivated
- Good communications skills
- Reasonable mechanical ability
- Physical ability to perform duties that involve light lifting and furniture movement.

**Responsibilities shall include but not be limited to:**

- Work closely with Office Administrator who maintains the WBC Calendar of Events.
- The POS will coordinate activities with the Property Committee Chair.
- Fellowship Hall setup – tasks as scheduled on Chapel Calendar of Events. Examples of reoccurring Chapel Calendar Events are:
  - Standard setup in the Maurice Martin Fellowship Hall
    - Critters – as scheduled
    - Men’s Bible study
    - Women’s Bible study
    - Wednesday night Bible study
    - Sunday morning Bible study
  - Sunday fellowship – assist if present
    - Teardown Bible study configuration
    - Set up for fellowship time
  - POA Dinner setup – 2<sup>nd</sup> Tuesday of each month
  - Set up for special events such as weddings, funerals, memorials, dinners, parties.
- Minor janitorial requirements on an as needed basis but not limited to: emptying trash containers, sweeping floors, cleaning up liquid spills, etc.
- Notify Property Committee Chair of maintenance required for WBC components such as air conditioners, water heaters, parking lot lights, kitchen equipment, etc. as noted.

**Related Documents in Organization and Procedures Manual:**

[4.5.4 Property Committee](#)

**Related Documents in Committee Policies and Procedures Manual:**

[7.1 Building Set-Up Request Process](#)  
[Form 7.1.1 Building Set-Up Request](#)