



# WESTGATE CHURCH

## CAMPUS OPERATIONS SUPPORT

**REPORTS TO:** CAMPUS OPERATIONS & EVENTS DIRECTOR

**RELATES CLOSELY WITH:** CAMPUS ADMINISTRATORS

**CLASSIFICATION:** PART TIME

**PAY RANGE:** \$21-\$25/HOUR

WestGate Church, a non-denominational, multisite church situated in one of the most diverse and influential regions of the world—the Silicon Valley—is seeking an energetic, warm, and reliable Campus Operations Support Team Member to provide exceptional maintenance and upkeep of our campus facilities. This team member works with the Campus Operations Director and the Campus Admin to execute exceptional and well-coordinated campus events and environments in accordance with our ministry playbooks. This pivotal role supports the team in proper stewardship of ministry assets enabling our staff and congregants to effectively reach those far from God to learn and live the way of Jesus together.

## PERSONAL QUALIFICATIONS

- Understanding and appreciation for the values and mission of WestGate Church.
- Embodiment of staff values: Holy, Humble, Hungry, (People-)Smart.
- Exemplification of essential competencies: trustworthy, reliable, self disciplined, possessing a strong work ethic.
- Demonstrates strong chemistry, connecting well with people as a relational team player.

## PROFESSIONAL QUALIFICATIONS

- High school diploma or equivalent.
- Proven experience in operations support (including set up/tear down and janitorial), preferably in a similar facility.
- Strong attention to detail and commitment to maintaining a clean and orderly environment.
- Ability to operate cleaning equipment and use cleaning chemicals safely.
- Excellent time management skills to efficiently complete tasks within designated time frames.
- Basic knowledge of safety protocols and ability to identify and address potential hazards.
- Fluent and proficient in English (bilingual in Spanish a plus, but not necessary) in order to interact with teams, vendors and campus guests.

## PRIMARY RESPONSIBILITIES

- Unlock/unalarm buildings in the morning as well as lock/alarm buildings at the close of the day.
- Maintain cleanliness and orderliness of the church facilities.
- Perform routine cleaning tasks, including sweeping, mopping, and dusting.
- Empty trash bins regularly and dispose of waste appropriately.
- Ensure restrooms are clean and well-stocked with supplies.
- Report maintenance or repair needs promptly to the appropriate personnel.
- Perform maintenance, repair and improvements as assigned by the Operations Director.
- Set up and arrange seating for events and services.
- Monitor and address any issues with heating, ventilation, and air conditioning systems.
- Keep outdoor areas, such as entrances and parking lots, free of debris.
- Assist in set up and tear down of special events or activities, as well as provide support during events.
- Collaborate with other staff to create a welcoming and safe environment for church members and visitors.
- Other duties as assigned.

## PRIMARY LEADERSHIP COMPONENTS



**Motivational Leadership** - *"I lead through platform"*  
Inspire action through platform leadership and motivational speaking

Low			High		
1	2	3	4	5	



**Strategic Leadership** - *"I lead through systems"*  
Advance our mission through data, planning, execution, and reporting

Low			High		
1	2	3	4	5	



**Directional Leadership** - *"I lead through vision"*  
Ensure progress by defining goals, key objectives and providing guidance

Low			High		
1	2	3	4	5	



**Relational Leadership** - *"I lead through connection"*  
Foster growth and well-being through personalized connection and care

Low			High		
1	2	3	4	5	



**Team Leadership** - *"I lead through team"*  
Build team by recruiting, training, scheduling, and celebrating contributors

Low			High		
1	2	3	4	5	

## PHYSICAL DEMANDS

- Perform walking, bending, twisting, and kneeling.
- Stand for extended periods.
- Navigate stairs.
- Demonstrate finger and hand dexterity for computer, instrument, and tool operation.
- Possess specific vision abilities, including close, distance, color, and peripheral vision, with the ability to adjust focus.
- Lift and carry up to 40 pounds with or without assistance.

## WORK CONDITIONS

- Operate in a professional office or church environment with maintenance and cleaning supplies, appliances, and tools.
- Work typically occurs Sunday-Thursday between 8:00am and 10:00pm, with occasional Fridays, Saturdays as required.

This job description is not designed to cover or comprehensively list all possible duties, activities, or responsibilities. These requirements may change at any time. The signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

Employee's Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_