



**Date Updated:** August 2023

**Title:** Operations Coordinator

**Reports To:** Operations and Human Resource Manager

**Classification:** Full Time - Hourly

Joy's House retains a compassionate individual to champion our values of **self-worth, fulfilled lives, safety, individuality, truthfulness, comfort, and inclusion** in this position. This role will join our Joy's House team to serve our families and community by providing *exceptional* adult day and caregiver services.

**Job Summary:** To implement operations including the coordination of vendors, lunch hour, cleaning, landscaping, and supporting the front desk.

**Anticipated Hours:** Monday through Friday, 9am to 5pm

**Primary Responsibilities:**

- Manage repairs and maintenance lists and needs, either resolving the issue or coordinating a vendor to assist.
- Liaison for any maintenance, cleaning, or landscape vendors.
- Maintain house, Garden, and Memorial Garden spaces in adherence to Joy's House intentional design.
- Inventory and stock common area resources on main and second floors.
- Collect and dispose of trash on main and second floors when necessary.
- Create solutions for house-related issues or concerns.
- Pick up Guest lunches daily.
- Uphold all Marion County Health Department food safety regulations and procedures and act as liaison to the Marion County Health Department yearly inspections.
- Complete the recovery of the Kitchen and Garden Room from lunch.
- Support front desk operations Mondays, Wednesdays, and Fridays from 3:00pm to 5:00pm and as needed.
  - Greeting and welcoming families, volunteers, and supporters and connecting them with the appropriate person when applicable.
  - Answering phones and directing calls appropriately.
  - Checking Guests in/out and maintaining accurate Guest logs.
  - Monitoring closed circuit cameras to help ensure Guest safety.
- Collaborate with staff on volunteer projects and support volunteers on-site specific projects and tasks when necessary.
- Coordinate house rentals when appropriate.
- Assist with semiregular safety drills, including but not limited to fire and tornado.

**Minimum Qualifications:**

- Must have ability to complete a variety of physical tasks and activities on a daily basis, including lifting, bending, standing.
- Must be able to lift 50lbs.
- Must have a growth mindset and be solution oriented.
- Must have strong interpersonal skills and good judgement.
- Must be well organized and able to prioritize.

- Must be able to work well on a team.
- High School diploma required
- Excellent written and verbal communication skills

At Joy's House, we celebrate our values of *Individuality* and *Inclusion*.

Employment opportunities at Joy's House are based upon one's qualifications and capabilities to perform the essential functions of a particular job. Joy's House is an equal opportunity employer.