

JOB DESCRIPTION OPERATIONS AND FACILITIES HOST

POSITION SUMMARY

The Host has a variety of roles/duties, directly reporting to the COO. Basic duties include: event host, light housekeeping, breakroom attendant, mailroom specialist, facility management, and being a utility player, working on special projects as assigned. This is a full-time position.

ESSENTIAL FUNCTIONS

Event Host

- Work with contact people for facility use to make sure needs are met.
- Coordinate with caterer/food vendor as needed.
- Prepare rooms for events or meetings.
- Assist in hosting daytime events held in our facility.
- Work with room setup for events.
- Clean tables and wash tablecloths as needed.
- Maintain catering kitchen equipment (coffee maker, tea maker, dishwasher, etc.) for supplies, filter changes, and maintenance.

Housekeeping/Facility Management

- Monitor and periodically refill paper goods in the restrooms when needed midweek.
- Maintain filters on air purifiers & air conditioner in stairwell.
- Gather and take out recycling and shredding at the end of each week.
- Create a routine for dusting and cleaning.
- Spot cleaning carpets.

Breakroom Attendant

- Manage breakroom and coffee bar, maintaining cleanliness, stocking and purchasing supplies as needed.
- Maintain breakroom equipment, changing filters as needed on refrigerator and coffee makers.

Mailroom Specialist

- Make the mail run each morning and bank/mail run in the afternoon.
- Backup for sorting and delivering mail as well as handling mail reimbursements, certified mail, etc.
- Assist with bulk mailings as needed.

Miscellaneous

- Assist the COO on short-term, long-term, or immediate-type special projects and tasks as assigned.
- Assist with documentation, filing, and correspondence as assigned.
- Work with other team members, as assigned, to further the ministry of MB Foundation.
- All other duties as assigned.

REQUIREMENTS

- Must be organized and detail-oriented, able to handle and float between multiple tasks and assignments.
- Must be friendly, energetic, dependable, and self-motivated.
- Needs to have sanitization and cleaning skills.
- Ability to handle sensitive information and always maintain confidentiality and discretion.
- Demonstrate ability to prioritize conflicting needs while handling matters expeditiously, proactively, and following through on projects to a successful completion.
- Ability to consistently apply good judgment and manage time wisely.
- Flexible and able to work with people of varying leadership styles.
- Be able to work Monday-Fridays from 8:00 am – 5:00 pm with an hour for lunch.
- Experience in MS Office (Word, Excel, PowerPoint, Outlook) is helpful.
- A Christian faith commitment and loyalty to the mission of and ministries supported by the United States Conference of Mennonite Brethren Churches. Must be able to affirm the USMB Confession of Faith and have a growing commitment to Biblical stewardship.

APPLICATION

To apply, visit www.mbfoundation.com/employment for more information and to review the USMB Confession of Faith.