



## JOB DESCRIPTION

**Position:** Operations Assistant  
**Department:** Operations  
**Reports to:** Chief Operations and Facilities Officer

### Organization

Boys and Girls Country's mission is to change the lives of children from families in crisis by loving and nurturing them in a Christian home, raising them to become self-sustaining and contributing adults. Boys and Girls Country provides a loving, stable, Christian home for children whose families cannot care for them.

Boys and Girls Country serves up to 88 boys and girls aged five to eighteen and 14-20 young adults in our College and Career program. Boys and Girls Country is located 35 miles northwest of Houston. Its website address is [www.boysandgirlscountry.org](http://www.boysandgirlscountry.org).

### Position Summary

The Operations Assistant position is a 40 hour week full-time, non-exempt position that reports to the Chief Operations and Facilities Officer. This position is responsible for the care of the general assistance to the Operations Department. The responsibilities of this position include, but are not limited to, the following:

### Roles and Responsibilities

#### Operations Assistance

- Responsible for the aesthetics of all Boys and Girls Country properties.
- Responsible to assist in the maintenance needs of all Boys and Girls Country properties.
- Responsible to help keep an adequate inventory of parts needed to make repairs by alerting the Maintenance Manager when parts need to be purchased.
- Responsible to pick up parts when necessary.
- Assist with Maintenance Requests as economical as possible and still maintain high quality standards. Be a good steward of Boys and Girls Country resources.
- Ensures that all roofs are clear of debris.
- Ensures that gutters are clean and functional.
- Responsible to maintain all hedges, playgrounds, and flowerbeds on campus.
- Ensures that exterior of all buildings are in good repair and clean.
- Responsible to help keep the Operations Center clean and in good running order.
- Ensures that all maintenance equipment is in good working order; may perform minor repairs and maintenance procedures on equipment when required.
- Responsible for trimming all trees annually or more often if needed.

- Responsible for working closely with the Chief Operations and Facilities Officer, Operations Manager, and all staff to provide necessary assistance and direction in keeping the overall facilities of Boys and Girls Country in good repair.
- Assist the Operations Team with the timely pickup of donated good.
- Support other members of the team in carrying out organizational goals and activities.
- Performs other duties as assigned by Chief Operations and Facilities Officer, Operations Manager, and the Maintenance Manager.

Qualifications:

- Must be cleared through a criminal background and FBI finger print investigation.
- Must be cleared through a drug test panel.
- All staff who have contact with students must be tested for tuberculosis before the staff is assigned a responsibility to care for students
- Must attend Boys and Girls Country orientation and pre-service training.
- Must be self-motivated and willing to try new task.
- Must be able to lift a minimum of 75lbs
- Must be a high school or vocational school graduate
- Must be a cooperative team member.
- Must display a positive attitude and show support of Boys and Girls Country mission and values at all times.

All Boys and Girls Country employees must have the following characteristics:

Compassionate, Professional, Good Ethical and Moral Character, Communication Skills, Positive Attitude, Team Oriented, Integrity, Dedicated/Dependable, Creative, and Endurance

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I have read and agree that I am capable of performing the functions of this position with or without reasonable accommodation. I further understand that the duties and responsibilities in this job description may be subject to change at any time.

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Print Name

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Date

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Signature

Revised: 10/20/20