Uplift Community Alliance®

HOUSE OPERATIONS CHAIR
JOB DESCRIPTION

Position Summary
The House Operations Chair shall be appointed by the President to oversee the maintenance, operation, security and improvements of properties, including buildings and their contents and grounds.

General Responsibilities
- Comply with the committee Policies.
- Appoint committee members.
- Conduct committee meetings as needed.
- Be a voting member of the House Operations Committee, attend meetings and submit reports to the President-Elect.
- Manage the committee budget, approve and submit invoices and vouchers to the Treasurer.
- Maintain a committee procedure book and/or electronic records file.
- Submit a proposed budget for the succeeding year as directed by the Finance Committee.
- Prepare and submit a year-end report as directed by the President.
- Submit any job description and/or policy changes to the Bylaws Chair.

Specific Chair Position Responsibilities
1. Establish and manage a regular maintenance schedule (cleaning, trash removal, window washing, elevator inspection and maintenance, parking lot maintenance, heating and cooling unit maintenance, tree pruning, etc.);
2. Maintain building vendor contracts, agreements, and product files;
3. Approve all vendors and maintain current vendor lists;
4. Keep an annual record of all repairs, upgrades and/or modifications performed on buildings;
5. Conduct an annual inventory of the organization’s property in the Programs Office.
6. Maintain kitchen and restroom supplies and consumables;
7. Maintain all office equipment and supplies;
8. Assure kitchen appliances are in working order and report need for repair.
9. Supervise annual grounds clean up and planting;
10. Schedule the annual inspection of the sump-pump in September;
11. Review snow removal contract annually and re-negotiate as necessary to accommodate changing weather patterns;
13. Maintain security and safety procedures for buildings;
14. Establish an alarm response team to respond in the event of an alarm;
15. Train members in use of alarm procedure;
16. Regularly inspect fencing, lighting, parking areas and walkways for safety and needed repairs.
17. Coordinate use of storage space.

Competencies
Relevant Microsoft programs
Digital and electronic communication