



OVERVIEW			
<b>Job Title</b>	<b>Operations Support</b>		
<b>Department</b>	Operations		
<b>Contact</b>	<a href="mailto:riyaz.refai@adamscenter.org">riyaz.refai@adamscenter.org</a> 347-570-9765		
<b>Pay</b>	Starting at \$18.00 per hour Part time Negotiable salary for full time		
<b>Reporting Relationships</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Reports to: Operations Manager</td> <td style="width: 50%;">Supervises: N/A</td> </tr> </table>	Reports to: Operations Manager	Supervises: N/A
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<b>Role Purpose</b>	<p>ADAMS Sully Center a multifunction facility that accommodates the Sully Sunday School (about 6 classrooms and a library area) plus two toilet sections (brothers &amp; sisters’), prayer area, kitchen, office room and a reception desk area.</p> <p>The role is an operations/facility assistant position to support ADAMS staff, members, and visitors. Operations support under general supervision provides general operations assistance; maintain and prepares facility as per requirements; greets visitors and provides information; organizes/cleanup/opening/closing facility</p>		

KEY ACCOUNTABILITIES & ACTIVITIES	
<b>Key Accountabilities</b>	<b>Job Duties and Responsibilities</b>
Administrative and Communication	<ul style="list-style-type: none"> <li>• Supports and coordinates all facilities operations functions particularly around prayer times (daily plus Jumah)</li> <li>• Documents and conducts routine walk through checklist for entire building, interior and exterior</li> <li>• Responds to all inquires in timely manners</li> <li>• Responsible for the cleaning facility (including and not limited to classrooms, outside area and restroom)</li> <li>• Ensures that all event setups are completed in a timely manner</li> <li>• Maintains rapport with community by examining complaints; identifying solutions; suggesting improved methods and techniques; recommending procedure improvements</li> <li>• Keeps facility equipment operating by following operating instructions; troubleshooting breakdowns; maintaining office/facility supplies; performing</li> </ul>



	<p>preventive maintenance; calling for repairs.</p> <ul style="list-style-type: none"> <li>• Distribute all incoming and outgoing mail accurately.</li> <li>• Accomplishes organization mission by completing related results as needed.</li> <li>• Completes other tasks as assigned by ADAMS Sully Management</li> <li>• Other duties may be assigned as needed.</li> </ul>
Skills, Abilities and Personal Characteristics	<ul style="list-style-type: none"> <li>• Ability to drive locally at various ADAMS branches and stores</li> <li>• Knowledge of a variety of office procedures and equipment usage</li> <li>• Written and verbal communication skills</li> <li>• Interpersonal/human relations skills</li> <li>• Ability to oversee activities and schedule reservations, if assigned</li> <li>• Ability to perform basic numerical calculations</li> <li>• Ability to maintain records and filing systems, if assigned</li> <li>• Ability to maintain confidentiality</li> <li>• Willingness to greet people in a courteous manner</li> </ul>

### QUALIFICATIONS/REQUIREMENTS

<b>Necessary knowledge, skills and experience</b>	<ul style="list-style-type: none"> <li>• Fluent in English</li> <li>• Interpersonal skills, ability to work with diverse individuals, self-starter</li> <li>• Valid driving license</li> <li>• High school education/Basic computer knowledge</li> </ul>
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### WORKING CONDITIONS

<b>Working Environment</b>	Religious environment, casual & clean attire within Islamic principles
<b>Work Timings</b>	<p>Part time position- about 20 hours per week</p> <p>Full time position- around 40 hours per week</p>