

**Position Title:** Operations Manager Assistant

**FLSA Status:** Full-time; Tuesday-Saturday 11:30AM-8:00PM

**Starting Salary:** \$19.00/hour

**Benefits:** For full-time only, once eligible, 3% match for Individual Retirement Account and 15 days paid time off. For full-time and part-time, 10 paid holidays, two paid half days.

**Supervisor's Title:** Operations Manager

**Location:** 617 Main St, Buffalo, NY 14203

### **Organization Mission:**

WEDI strengthens communities through a continuum of educational and financial resources, removing systemic barriers to economic equity for all Western New Yorkers.

### **Programs Overview:**

WEDI's mission is to strengthen communities through a continuum of educational and financial resources, removing systemic barriers to economic equity for all Western New Yorkers. Founded in 2006 by members of the Westminster Presbyterian Church to improve the quality of life for residents of Buffalo's West Side, WEDI has two focus areas—Education and Economic Development. WEDI's Economic Development focus area provides multi-faceted support to aspiring and early career entrepreneurs, helping them gain access to capital and resources, address challenges, and incubate concepts. Economic Development offers two programs available to underserved residents of all races, ethnicities, and genders: microlending (modest loans to entrepreneurs) and the West Side Bazaar (a small business incubator and community gathering space).

### **Primary Purpose and Function**

The Operations Assistant is responsible for supporting successful and efficient day-to-day operations at WEDI's business incubation facilities. The Operations Assistant will work closely with WEDI's Operations Manager to ensure facilities are clean and meet all standards, and ensure customers and guests are satisfied.

### **Essential Functions and Responsibilities**

- Facility Management and Compliance**
- Prepare the Bazaar for opening by turning on lights, setting up tables and chairs, putting out patio furniture (weather permitting), checking bathrooms, unlocking door and ensuring cleanliness
  - Maintaining the Bazaar's food court by clearing and cleaning tables, emptying garbage cans and ensuring they are clean, and checking tables and chairs for problems
  - Sweep and mop areas of the Bazaar as needed
  - Clean and sanitize restrooms throughout the shift, refill paper towels, soap, toilet paper, etc.
  - Regularly monitor facility's compliance with several checklists and support Operations Manager in ensuring facilities are always in good condition and clean.
  - Maintain the grounds of the facility, that snow, ice, leaves, and garbage are promptly cleared, and other tasks as necessary.
  - Manage the receipt and sorting of incoming mail.
  - Monitor active work being performed by vendors, and act as the on-site point-person.
  - Assist management with answering phones and directing calls

### **Vision**

All residents of Western New York can succeed and thrive in a culturally inclusive community.

### **Mission**

WEDI strengthens communities through a continuum of educational and financial resources, removing systemic barriers to economic equity for all Western New Yorkers.

### *Catering and Events*

- Assist with events and other occasions at the facility, such as assisting with setting up or breaking down.
- Manage catering operations by assisting in packaging catering orders to hand off to delivery service.

### **Required Qualifications and Physical Demands**

- Ability to lift objects up to 50 lbs. in weight.
- Excellent customer service skills.
- Basic fluency in speaking and reading the English language.
- Attention to detail and ability to follow directions.
- Basic knowledge of cleaning and sanitizing.
- Experience working with people from a variety of cultures and linguistic backgrounds.
- Ability to take initiative and independently manage tasks and schedule.

### **Preferred Qualifications**

- Work experience in a restaurant, hotel, or hospitality setting.
- Knowledge of tools and maintenance work.
- Owns a personal vehicle.

Westminster Economic Development Initiative is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees, regardless of race, gender, ethnicity, national origin, sexual orientation, religion, age, or history.

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