Union Gospel Mission
PO Box 1073 Stn Main
Winnipeg, MB R3C 2X4

Located at 320 Princess St.
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Operations Manager

Union Gospel Mission Winnipeg is a non-profit evangelical, non-denominational Gospel Rescue Mission. Our purpose is to provide Christ-centered programs for the addicted and the poor men, women and children of Manitoba. We have an exciting opportunity for someone who is smitten by the Mission, and has a passion to be an integral part of our Operations Team.

DUTIES AND RESPONSIBILITIES:

- Facility Management:
  - Work alongside the Maintenance Supervisor to ensure all preventative maintenance takes place and to complete ongoing projects and general repairs of equipment and buildings
  - Complete renovations as per requests from programing
  - Scheduling of annual inspections
  - Research and pricing quotes for larger needed items
  - Working alongside the IT company in place to solve occasional issues occurring with phones, pc's and internet
- Administration:
  - Leading four team members
  - Permits, Licensing, Insurance, Taxes
  - Approval of purchase orders
  - Monitoring of gift in kind donations
- Food Services:
  - Manage Food Services including: scheduling and overseeing kitchen staff
  - Ensure that all four locations have adequate supply of food
  - Purchase food products and equipment when needed
- Transportation Management:
  - Work with the Transportation Supervisor to oversee food and clothing pick-ups

DESIRED QUALIFICATIONS:

- Agree with our statement of faith and meet qualifications for employment
- Have a growing, vibrant relationship with Jesus
- Have a passion for Christ centred programs for addicted and poor people
- Significant experience in Operations Management and Maintenance
- Organized and efficient

How to apply:

- Please visit www.gospelmission.ca and fill out our Missionary Application Form.
- Only applicants chosen for the interview process will be contacted.