



Victory Outreach San Diego Administrative Office Operation Policies & Procedures

Address: 4235 National Ave
San Diego, CA 92113

Mailing Address:
4235 National Ave
San Diego, CA 92113

Telephone: (619) 317-1330

Internet Address:
www.vosd.tv

Hours of Operation:

Our office is open Monday through Thursday from 9:30 a.m. – 4:30 p.m, with a 30 minute lunch. Receptionist arrives at 9:30 a.m. However, we have security clearance to enter the building at 9:00 a.m. and exit at 9:00 p.m.

If you are arriving earlier than 8:00 a.m. or working later than 7:00 p.m., you will need to contact our campus pastor.

Only staff is able to contact our campus pastor for this request.

Any other member required to be in the office before or after normal operating hours will need approval from our campus pastor and will need to make arrangements to lock the building.

Keys:

Keys may be issued to employees only, with approval of our campus pastor. Those employees who have keys are **not** to lend them to other staff members or church members. If this does occur, your key and security privileges will be removed. You will also be responsible for any loss that this may incur. You may request keys from the campus pastor directly.

Room Reservations:

VICTORY OUTREACH CHURCH OF SAN DIEGO 9/21/23

Use of any room on campus must be requested ahead of time & approved by our campus pastor.

You may use our vosd.tv/office “**Room Reservation**” form to do so. After use of the facility, ***please clean up after yourself.***

Temperature:

Please be mindful of the thermostat. If the AC needs to be in use, please include this request in your room reservation form. Please ensure the thermostat is turned off upon departure.

Event/Ministry Supplies:

If your department is in need of supplies for an event/ministry please inform our church secretary & submit a check request through the vosd.tv link.

Inventory Request:

If you need to check out any of Victory Outreach San Diego's items (linen, tables, dishes, etc.) please visit our reception office during business hours to view our inventory binder & submit an Inventory request form on the vosd.tv/office link. You will be informed when your request has been approved/denied. Upon approval, a staff member will contact you to coordinate a pick up/drop off time. All Requests must be at least one week prior to when item(s) are needed.

Office Guests:

If an office staff is having a guest for lunch they can enjoy lunch in our office kitchen or downstairs in our quad.

If this visitor/volunteer is joining for the full work day, this must be approved by our staff along with forms that must be signed.

Building Maintenance:

For any work needed such as electrical, lighting, plumbing, supplies, or miscellaneous, please inform our campus pastor to schedule maintenance. Any alterations made to the building or your office must be approved by Management.