

Community of Christ

NEW POSITION DESCRIPTION FORM

WCHRC APPROVAL DATE:		WMCT APPROVAL DATE:	
POSITION TITLE: Housekeeper - Kirtland		Grade:	(determined by HRM)
CLASSIFICATION	<input checked="" type="checkbox"/> Staff Assistant	<input type="checkbox"/> Staff Executive	<input type="checkbox"/> Executive Minister*
	<input type="checkbox"/> Field Appointee	<input type="checkbox"/> Field Specialist	<input checked="" type="checkbox"/> Volunteer
			<input type="checkbox"/> Other
New Position:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Person Replaced:
Support Team: Volunteer Resource Ministries		Supervisor: Shelley Ruhlman	
Team(s): Visitor and Heritage Services - Kirtland Maintenance Sub-Team		Team Leader(s): Kirtland Site Coordinator and Maintenance Supervisor	
POSITION SUMMARY: This person serves on the Kirtland Maintenance Team and assists the maintenance staff with vacuuming, dusting, window washing, etc. in the Kirtland Temple and Kirtland Temple Visitor Center.			
Work Experience:	<input type="checkbox"/> 1 yr	<input type="checkbox"/> 1-3 yrs	<input type="checkbox"/> 3-5 yrs
Formal Education:	<input type="checkbox"/> HS or GED	<input type="checkbox"/> 14+ yrs	<input type="checkbox"/> 16 yrs
Qualifications Include: 1. Ability to perform limited physical labor 2. Detail oriented 3. 4. 5. 6. 7. 8. 9. 10. 11. 12.			
Key Competencies (list 5-8 of the most important competencies for this position): 1. Action oriented 2. Ability to work with others 3. Customer focus 4. Perseverance 5. Total Quality Mangement 6. 7. 8. 9. 10. 11. 12.			
Primary Responsibilities Include (list the most important duties and responsibilities): 1. Vacuuming 2. Dusting 3. Window washing 4. Mopping 5. Sweeping 6. General Cleaning 7. 8. 9. 10. 11.			

12.

Organizational Relationships (list the title and number of persons or projects this position supervises/coordinates): The day-to-day supervision, training and direction is provided by the team leader. The overall staffing support, policies, general training, recognition, etc. is provided by Volunteer Resource Ministries.

Additional Comments: Compensation includes furnished housing and utilities in return for 24 to 32 hours a week of service.

Prepared By: Lachlan Mackay

Date: May 14, 2007

Reviewed By: Shelley Ruhlman

Date: May 14, 2007

Approved by (WMCT Member):

Date:

*(Position must meet the church's requirements to be classified as an executive minister.)