

# Community of Christ

## NEW POSITION DESCRIPTION FORM

WCHRC APPROVAL DATE:		WMCT APPROVAL DATE:	
<b>POSITION TITLE: Housekeeper - Nauvoo</b>		<b>Grade:</b>	<b>(determined by HRM)</b>
<b>CLASSIFICATION</b>	<input checked="" type="checkbox"/> <b>Staff Assistant</b>	<input type="checkbox"/> <b>Staff Executive</b>	<input type="checkbox"/> <b>Executive Minister*</b>
	<input type="checkbox"/> <b>Field Appointee</b>	<input type="checkbox"/> <b>Field Specialist</b>	<input checked="" type="checkbox"/> <b>Volunteer</b>
			<input type="checkbox"/> <b>Other</b>
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 - Nauvoo Maintenance Sub-Team		Team Leader(s): Nauvoo Site Coordinator	
<b>POSITION SUMMARY:</b> This person serves on the Nauvoo Maintenance Team and assists the housekeeping and maintenance staff with vaccuming, dusting, window washing, etc. in a way that best utilizes the gifts and talents of the volunteer.			
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
<b>Qualifications Include:</b> 1. Ability to perform limited physical labor 2. Detail oriented 3. 4. 5. 6. 7. 8. 9. 10. 11. 12.			
<b>Key Competencies (list 5-8 of the most important competencies for this position):</b> 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.			
<b>Primary Responsibilities Include (list the most important duties and responsibilities):</b> 1. Assist housekeeping and maintenance staff with vaccuming 2. Assist housekeeping and maintenance staff with dusting 3. Assist housekeeping and maintenace staff with window washing 4. Assist housekeeping and maintenance staff with mopping 5. Assist housekeeping and maintenance staff with general cleaning 6. 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.)