

Job Title:	Housekeeper	Reports To:	Maintenance Manager
Location:	Colerain Campus	Full or Part Time:	Part Time
		Avg Hours/week:	24

JOB SUMMARY: Perform a variety of cleaning activities for the Colerain Campus.

ROLES & RESPONSIBILITIES

- Perform a variety of cleaning activities such as sweeping/vacuuming, mopping, dusting, and polishing that will be provided via these areas: Restrooms, Classrooms, Halls and Foyers, and Offices.
- Notify superiors of any damages or deficits.
- Check stocking levels of all consumables and replace when appropriate.
- Adhere strictly to rules regarding health and safety following and using products according to manufacturer's directions and be aware of any company-related practices.
- Seasonal flower planting and watering.
- Special projects assigned by the Maintenance Manager.

SKILL REQUIREMENTS

- Ability to work with little supervision and maintain a high level of performance.
- Read and following directions.
- Prioritization and time management skills.
- Working quickly without compromising quality.

EDUCATION & EXPERIENCE

- High School degree or proven experience in housekeeping/cleaning.

GENERAL LEADERSHIP SKILLS

- Team Servant. Collaborates with all WOCC Staff and Partners towards continued team excellence. Continuously seek experience and knowledge through training, reading, volunteering, and pursuing personal and professional mentor relationships.

SEE SPIRITUAL REQUIREMENTS (attached)

Approved By:

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SPIRITUAL REQUIREMENTS

for WHITE OAK CHRISTIAN CHURCH EMPLOYMENT

Summary: All employees and staff of White Oak Christian Church should be aligned to the following beliefs and actions.

- Agree with White Oak's basic beliefs (<https://www.thewocc.com/about-us/who-we-are/>)
- Professes Jesus Christ as Lord and Savior
- Committed to ongoing personal spiritual growth and healthy lifestyle through scheduled, regular prayer and Bible reading and a work schedule that reflects time off for self, family and service
- Understands your role is a ministry, not just a job
- Models standards and expectations of staff members within White Oak Christian Church including membership and worship attendance, group participation, lifestyle of tithing and generosity, and faithfully serving out of your call and giftedness
- Practices healthy relational boundaries and fiscal integrity

Last Updated By:

Brian Doerman

01.15.2021