



<b>Job Title:</b>	Housekeeper	<b>Reports To:</b>	Maintenance Manager
<b>Location:</b>	Ross Campus	<b>Full or Part Time:</b>	Part Time
		<b>Avg Hours/week:</b>	20
<b>JOB SUMMARY:</b> Perform a variety of cleaning activities for the Ross Campus.			
<p><b>ROLES &amp; RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Perform a variety of cleaning activities such as sweeping/vacuuming, mopping, dusting and polishing.</li> <li>• Notify supervisors of any damages or deficits.</li> <li>• Check stocking levels of all consumables and replace when appropriate.</li> <li>• 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.</li> <li>• Special projects assigned by the Maintenance Manager.</li> </ul> <p><b>SKILL REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Ability to work with little supervision and maintain a high level of performance.</li> <li>• Read and following directions.</li> <li>• Prioritization and time management skills.</li> <li>• Working quickly without compromising quality.</li> <li>• Must be able to stand for long periods of time, bend down or stoop frequently, and may need to lift heavy objects.</li> </ul> <p><b>EDUCATION &amp; EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>• High School degree or proven experience in housekeeping/cleaning.</li> </ul> <p><b>SEE SPIRITUAL REQUIRMENTS (attached)</b></p> <p>Send resume to <a href="mailto:jobs@thewocc.com">jobs@thewocc.com</a>.</p>			
<b>Last Updated By:</b>	Brian Doerman	<b>06.17.2021</b>	



# 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