



## **ESSENTIAL QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential qualification satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential qualifications.

### **INTERPERSONAL SKILLS**

1. Basic math, speaking and writing skills, as well as general reading, reasoning, and organizational skills.
2. Ability to effectively receive and communicate oral and written instructions.
3. Ability to undertake a variety of tasks and prioritize them to meet deadlines while dealing with potential interruptions.
4. Ability to make decisions in a logical, responsible, and compassionate manner.
5. Attention to detail while operating equipment that requires concentration.
6. Teachable spirit with a strong commitment to self-development.
7. Ability to work cooperatively with a diverse group of staff and church members.

### **PHYSICAL & MENTAL REQUIREMENTS**

1. While performing the duties and responsibilities of this job, the employee has a frequent requirement (more than 2/3 of the time) to hear, taste, smell, see, and speak.
2. While performing the duties and responsibilities of this job, the employee has a frequent requirement (more than 2/3 of the time) to balance, reach with hands and arms, bend/stoop/kneel, carry/lift, climb, sit, and/or walk.
3. While performing the duties and responsibilities of this job, the employee has a frequent requirement (more than 2/3 of the time) to stand on feet for extended periods of time.
4. While performing the duties and responsibilities of this job, the employee has a frequent requirement (more than 2/3 of the time) to utilize vision abilities including close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
5. While performing the duties and responsibilities of this job, the employee must occasionally lift or move up to twenty-five pounds and complete tasks in confined spaces.

### **ENVIRONMENTAL CONDITIONS**

1. Works indoors with exposure to variables in room temperatures.
2. Occasional exposure to hot, cold, and wet conditions; high/low humidity; and slippery surfaces.

### **EDUCATION & EXPERIENCE QUALIFICATIONS**

1. A High School Diploma or high school equivalency is required.
2. Basic knowledge and understanding of proper cleaning methods required.
3. Basic knowledge and understanding of proper safety procedures required.
4. Ability to lift up to 25 lbs. required.
5. Flexibility to adjust work schedule to suit the needs of the church required.
6. Ability to pass a background check and pre-employment drug screening required.
7. Previous custodial and housekeeping experience is preferred.

## **BASIC PERSONAL RESPONSIBILITIES**

1. Above all, to grow closer to Jesus Christ. Through a daily quiet time with the Lord, seek to keep Jesus Christ as the priority of life, realizing that prayer, Bible study and Christian fellowship are essential to growing in God's will each day.
2. Keep family in the right position of priorities and see that they come before everything except your personal relationship with the Lord, even before the work of the church. In order to do this, one day a week spent with family away from the church and related activities is strongly encouraged.
3. Support immediate supervisor and all other church staff. This will call for flexibility and a spirit of teamwork.
4. Support the mission statement of the church.
5. Follow the guidelines outlined in the Personnel Manual.
6. Possess an intimate and growing personal relationship with Jesus Christ as evidenced by biblical fruit-bearing and daily habits of spending time with Him and His Word is an expectation of all of those who serve on the staff of First Baptist Church, Jackson.
7. Align with the mission, vision, values, goals, and strategies of First Baptist Church, Jackson.

By signing below, I certify that I have read, and I understand the contents of the Housekeeper Job Description. I also certify that I understand the policies and procedures as explained in the church's Personnel Manual. Further, I certify that I will do my best to carry out the Primary Duties and Responsibilities as a Housekeeping Employee at FBJ as contained in this Job Description.

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Employee Signature

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Date