

Workforce Role Description

This form is to be used by the workforce (employees, Church-service missionaries, and volunteers) of the Corporation of the President (COP) and Corporation of the Presiding Bishop (CPB). It describes general workforce requirements as well as purposes, responsibilities, and qualifications of the role identified below.

Job title	Job code	Grade level	Approval date
Custodial Support / Grounds Caretaker	12455		10Apr2012

General Workforce Requirements

General requirements for the Church workforce:

- Temple worthiness
- Regular attendance and timely arrival at the assigned location

Note: The specific statements shown in each section of this Workforce Role Description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

Purposes

Briefly describe why this job exists, who the customers are, and what the customers expect.

This Church Service Missionary position cleans and maintains Church buildings /structures and their respective grounds so that they are kept in good working order and spiritually pleasing to the patrons who utilize them. Operations may need to assign individuals to different components of this position (i.e., separate the workload between facilities and grounds), but should use the same Job code.

Responsibilities

Describe what the major responsibilities of the job are, including accountability, problem solving, relationships, interactions, results, and relevant metrics and measures. List responsibilities in order of importance, and indicate percentage of time spent on each.

- Is responsible for the cleaning and custodial care of buildings and work areas. Primary responsibility is for the use of proper methods and materials in cleaning and otherwise caring for buildings (i.e. chapels) and their surrounding structures (i.e. parking lots, sidewalks).
- Follows a well established routine. Performance is evaluated by periodic supervisory inspection of work areas.
- Is responsible for the cleaning and grooming of the adjacent building grounds. Primary responsibility is for the safe and proper use of equipment (i.e., lawn mowers) and materials in tending the lawns, trees, shrubs and flower beds. Training can be provided, and typically this position requires little or no experience.
- This position reports to a Operations or Managerial Supervisor.

Qualifications

List the minimum requirements for the position. Identify knowledge and skills required, including formal education, specialized training, and prior experience. Include any degrees, certifications, and licenses that are required.

- Have the ability to understand and safely use cleaning equipment for buildings, and outdoor maintenance equipment for the adjacent grounds.
- Have a desire to learn, work and remain on routine tasks throughout the service period.
- Consistently be on time based on the work scheduled.
- Though reasonable physical fitness is expected, some accommodation for disabilities may be provided on a case-by-case basis.