

Ready-to-Use Job Description Templates for Temp Roles

How to use these job templates



1. Copy and paste

Simply copy the relevant job description template, below, and paste it into your job posting system or application.



2. Customize

Modify any role-specific details such as location, pay rate, or specific job requirements.



3. Post and start hiring

Post it on your preferred job platform (like Indeed Flex) and start recruiting.



Warehouse Staff

Job Title

Warehouse Worker

Job Description

We're seeking reliable and detail-oriented Warehouse Staff to assist with receiving, storing, and shipping inventory. No prior experience necessary — just a willingness to work hard and stay organized.

Key Responsibilities

- Unload deliveries and check for accuracy.
- Stock and organize items within the warehouse.
- Pick and pack orders as needed.
- Maintain cleanliness in the warehouse area.
- Assist with inventory checks and stock management.
- Follow safety protocols for handling materials and equipment.

Core Skills

- Ability to lift heavy items (up to 50 lbs).
- Detail-oriented and dependable.
- Strong work ethic and ability to follow instructions.
- Good physical condition for standing, lifting, and moving items.



Cleaning Staff

Job Title

Cleaning Staff

Job Description

We're seeking reliable and diligent Cleaning Staff to help maintain cleanliness and hygiene in various facilities. This is an ideal role for individuals who take pride in their work and enjoy working independently.

Key Responsibilities

- Clean and sanitize toilets, office spaces, and common areas.
- Sweep, mop, and vacuum floors.
- Empty trash cans and recycling.
- Restock cleaning supplies as needed.
- Report maintenance issues to management.
- Follow all safety protocols when using cleaning chemicals.

Core Skills

- Attention to detail in cleaning tasks.
- Ability to work independently and efficiently.
- Physical stamina to complete tasks such as bending, standing, and lifting.
- Basic understanding of cleaning supplies and equipment.



Retail Staff

Job Title

Retail Assistant

Job Description

We're hiring Retail Assistants to help provide an outstanding shopping experience. You'll assist customers, maintain the store's appearance, and ensure smooth store operations.

Key Responsibilities

- Greet customers and provide excellent customer service.
- Assist customers with product selection and queries.
- Operate the cash register and handle transactions.
- Restock shelves and maintain product displays.
- Maintain store cleanliness and organization.
- Help with product returns and exchanges.

Core Skills

- Excellent communication and interpersonal skills.
- Ability to multi-task and work efficiently in a busy environment.
- Basic math skills for handling cash.
- Strong attention to detail and store organization.



Hospitality Staff

Job Title

Hospitality Staff

Job Description

We're looking for enthusiastic and customer-focused Hospitality Staff to support our team. You'll assist with customer service tasks such as food and beverage service, event setup, and maintaining a clean and welcoming environment. This is an excellent opportunity for those looking for short-term, flexible work.

Key Responsibilities

- Greet and seat customers in a friendly and efficient manner.
- Serve food and beverages while ensuring great customer service.
- Clear tables and maintain cleanliness in dining areas.
- Set up and break down event spaces.
- Restock supplies as needed.
- Report any issues or complaints to management.

Core Skills

- Strong communication and customer service skills.
- Ability to work in a fast-paced environment.
- Team player with a positive attitude.
- Physical stamina to stand for long periods.

Key features of these job templates



Clear responsibilities

Straightforward tasks that help new hires understand their role.



Essential skills

Focus on basic but critical skills needed for each position.



Quick onboarding

These descriptions help speed up the recruitment and onboarding process.