

## **Cleaning General Duties**

### **Janitor**

1. sweep, mop, vacuum, bathrooms. Take out all trash
2. paper products restock in bathrooms
3. good cleaning Monday morning after church
4. good cleaning Friday or Saturday before church.
5. check inventory of equipt and supplies, turn in request weekly.
6. clean kitchen – dishes, floors, counters, etc.

### **Maintenance / Groundskeeper**

- a. touch up paint throughout buildings, inside and out
- b. mowing, weed eating, edging, maintain all equipment
- c. classroom repairs – fix, chairs, cabinets, cribs, etc
- d. light bulb replacement – auditorium, lobby, classrooms, etc
- e. pick up supplies – Mid- America, hardware, etc.
- f. set up / take down tables, chairs
- g. maintain RV / Trailer for Transitional Housing

### **Cleaning / Janitor misc. details**

**2015**

1. Janitor supplies are located in the closet under the stairs.
2. Keep one vacuum in this closet and one in the office upstairs in the north east corner of the building. Do NOT move cables on stage.
3. Chairs in the auditorium should be in 2 rows of 6 across and a center aisle. Spaced 36” back from the stage and 24” between each row.

The cards and envelopes should be staggered / alternated and 2 or 3 per row (none on the very back row).

4. Keys for paper towels are hung in the janitors closet about 6ft high on the left inside the door.
5. Carry all trash out the kitchen door, not down the front steps.
6. Dumpster is located next to the church van on the north west of the building in front of the fence.
7. Water will be stored in the conference room downstairs and brought up to stock the fridge in the snack shack. Leave 4 extra cases under the grey stairs after stocking the fridge.
8. Napkin dispensers in the kitchen cabinet over the stove should be stocked full.
9. Red table clothes are folded and kept in the clear tub over the kitchen cabinets.
10. All towels and dish rags should be laundered, folded, and left on the kitchen counter.
11. Light bulbs are kept in the north east office upstairs in the cabinet.
  - a. Track lights in auditorium, kitchen, main kids area, and lobby
  - b. Regular light bulbs over kids check in counter and bathrooms
  - c. Fluorescent bulbs in classrooms and auditorium (2 sizes/ types)  
(fluorescent bulbs are kept in janitor closet)
  - d. Special lights over front door under canopy
  - e. Small desk lamps over sound board and media table in balcony.

12. 8 ft folding tables are kept in the large shed outside.

(keys are in the Pastors office). Table set up for dinners are as follows:

a. 3 rows of 3

b. 2 tables go under banner that says "*Radical Change*" along the wall.

