



**Sunday Hospitality Lockup
(C@10:45 & C@6:30)**

Purpose of Role

Ensure the Ministry Centre complex is packed up and locked after a regular Sunday at OEC.

The role in practice:

Carpark

- Collect all plastic bollards, traffic cones and signage.
- Collect all lost property.

Ministry Centre

- Check kids rooms – ensure windows are closed.
- Check every door – ensure they are locked.
- Check toilets for unreasonable mess, letting OEC Administrator know by email of any issues.
- Ensure the C@6:30 cleaning team have completed their role.
- Turn lights off in breakout space, parents' room, classroom corridor, auditorium, stage chair store and foyer.
- Check all rooms are vacated.
- Lock and Alarm building using the fob.
- Ensure the fob is handed to the person rostered for the following Sunday or returned to Congregational Minister.

Required training

- Walk through with someone already serving in this role and become familiar with check-list.

Commitment

- 2 weeks per term.

What will happen next?

You will be rostered on Elvanto and sent information by the OEC admin team in the week prior to your role.