



Occasional Role:
Cleaner for OEC Special Events

Purpose of Role

Ensure that the Ministry Centre is ready for the next group to use and enjoy after Special Events.

The role in practice:

- Check the rooms used and place lost property in box.
- Ensure rubbish is put in the inside bins.
- Empty indoor bins into the outside red bin.
- Wipe down white tables, fold and stack in corners of breakout space.
- Wipe down chairs (if required) and return most to chair store.
- Wipe down tables in kids church rooms (if used).
- Vacuum breakout space and foyer, and any other rooms used.
- Check bathrooms for unreasonable mess, and notify OEC Administrator of any issues.

Required training

- Become familiar with cleaning checklist.

Commitment

- One-off events.

What will happen next?

You will be contacted for each event to determine availability.