



### **Purpose of Role**

Ensure the Ministry Centre is ready for the next group to use and enjoy.

### **The role in practice**

The work required is dependent on how well the congregations clean up after themselves. If there is significant work, please chat to the congregational minister. The role is easier and quicker if you enlist others to help you.

### **Check the Auditorium**

- Check the auditorium for rubbish, Bibles and lost property. Return Bibles to bookshelves, and items to lost property. This needs to be done immediately after C@9/4 in preparation for C@10:45/6:30. It can be done later after C@10:45/6:30.

### **After Morning Tea/Afternoon Tea (C@9/10:45/4)**

- Ensure rubbish is put in the inside bins.
- Empty indoor bins into the outside red bin.
- Wipe down white tables (and chairs if required) for the next congregation.
- Vacuum breakout space and creche/classrooms as per checklist.

### **After C@630**

- Ensure rubbish is put in the inside bins.
- Empty full indoor bins into the outside red bin.
- Wipe down white tables, fold and stack in corners of breakout space.
- Pack chairs up and return most to chair store.
- Ensure welcome area packed up.
- Vacuum breakout space.

### **Required training**

- Become familiar with checklist.

### **Commitment**

- 2 weeks per term.



Sunday Hospitality Team: Cleaner

**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.