

CUSTODIAL DESCRIPTION OF DUTIES:

1. Cleaning Duties

- Regular removal of waste in areas so used.
- The replenishing of washroom needs as required including female napkin dispensers.
- Daily spot-check washroom facilities and thoroughly clean weekly.
- Vacuum carpeted areas a minimum of once a week - entrance halls more often if required.
- Spot check and clean carpet spills.
- Wet mop floors (kitchen, fellowship hall & washrooms) weekly and scrub same at least twice a year.
- Weekly spot check and clean where needed any of the upstairs rooms.
- Spot wash a portion of walls and windows for about thirty minutes each week and clean in full once a year.
- Clear sidewalks and immediate areas of debris to maintain access and a presentable appearance.
- Empty vacuum canisters – daycare 1/month, Sanctuary & Mechanical room, once every 2 months.
- Clean tile grout – as needed
- Thorough clean kitchen cabinets and walls once a year and the fridge twice per year.
- Dust Sanctuary at least annually.
- Ensure supplies are ordered: toilet paper, paper towel, soaps & floor cleaning product.

2. Recycling

- Collect, sort and place curbside all paper and plastic recycling and food waste Sunday evenings for collection Monday morning.
- Collect and dispense other recyclables to local facilities.

3. Cleaning and Maintenance of Covenant Kids Christian Daycare Facility

- Wash windows – interior weekly – exterior twice annually
- Wash doors.

4. Event Preparation/Rentals

- Attend to security and access to grounds by means of entrance closures.
- Set up appropriate furnishings as events/meetings/rentals require and remove same as needed.
- Straighten up rooms used after/between events.

5. Reporting Repair and Maintenance

Items to observe and report to Building & Grounds Team:

- the vacuum system for possible repair and maintenance needs
- any electrical issues
- the general facility and grounds
- minor wall board punctures or baseboard replacement and ceiling
- furnace, pumping and ventilating systems
- windows & doors

6. Sunday Duties

Before Service:

- Open all four gates
- Open two outside doors at back of Church (undo handicapped door).
- Open four Fellowship Hall doors and turn all lights on, set up tables for coffee fellowship.
- Put glass of cold water on the pulpit.
- IF sunny – lower top and bottom blinds on East side of Sanctuary.

After Service:

- Collect bulletins, extra papers etc. from Sanctuary and put in box.
- Lock outside doors – redo handicapped door.
- Check with Pastor Liz, lock doors and put code on in Office.
- Close 3 gates – leave main gate open.

7. Security

- Check that all doors and windows are locked (except sanctuary upper windows)
- Walk around outside of building and make sure everything is secure.
- Close gate.