

### **Janitor Responsibilities**

1. Clean and restock restrooms. Mop once a month or as needed (no bleach in restrooms... dangerous and damages surfaces)
2. Vacuum all upstairs floors (Vacuum left in closet downstairs). Also pick up trash in sanctuary and straighten hymnals. You might check in the pulpit for old cups and trash too. Dust all furniture as needed.
3. Wash and/or sanitize all toys, games and furniture
4. Clean all Class Rooms (vacuum works well in classrooms)
5. Dump trash in all trash cans including sanitary napkin containers (the bottom of these drops out, so you can put a bag under it and punch it open with a stick or broom handle - replace bags)
6. Sweep fellowship hall downstairs. Mop once a month or as needed. Dust surfaces (tables, counters, piano etc.) as needed.
7. Mow lawn weekly (use weed eater from home to edge lawn if you can or as needed) – use proper gas can (gas only)
8. Blow off cement weekly around whole building (2 cycle is for blower / gas+oil)
9. Supplies are to be kept either in the rooms cleaned, ladies restroom, nursery, furnace room downstairs or in storage rooms at the back of the building.
10. Please dump all trash in the green garbage can outside. If it is full and it is possible, please take any extra home for your cans.
11. Don't forget to clean outside restroom
12. Clean sinks up and downstairs
13. Clean all steps and stairs

\*Make sure next month's Janitors have this info and keys to the church

\*Clean late in the week so it will be clean for Sunday worship

\*The Chairperson of this department is to help monthly helpers in needed areas and information. They are to also oversee and make sure it is done every week and help with scheduling problems to ensure that

Questions:

Michelle Bell: 551-3557