

## CLEAN-UP JOB DESIGN

**ARRIVAL TIME:** 9:50 AM

**ATTIRE:** Appropriate for task, remember to pick-up name tag from administrator's desk

**NOTE:** **There are no duties required before Service.**

### **DUTIES – After Service:**

1. Arrive in time to participate in the Sunday Service
2. Enjoy the fellowship after Service, in the Hospitality Room
3. Begin clean up promptly at 11:30 AM
4. Wash the coffee pots and return them to the brown storage cabinet next to the refrigerator
5. Put clean, unused cups, plates, plastic ware, etc., back in the brown storage cabinet
6. Have people take any remaining food items home with them
7. Take all trash out to the bear box (trash bags are in the bottom of the brown storage cabinet)
8. Return all supplies to their proper place
9. Wash dishes or utensils that were used for Serving
10. Ensure Kitchen is neat and tidy
11. If necessary please vacuum the kitchen area (vacuum is stored in the storage room). If we are running low on any supplies, write them on the SUPPLIES NEEDED sheet which is taped to the inside of the brown storage cabinet door
12. LOCK the following 5 doors on your way out:
  - a. Kitchen front door
  - b. Kitchen side door into stairwell
  - c. Front door at bottom of stairwell
  - d. Door from stairwell into Office
  - e. Front door of Office
13. If tablecloths are stained and need washing, take them with you or give them to administrator or Rev. Penny.
14. Make sure sign-up sheets, etc. on long table are put away.
15. Please report any issues to the **House Manager** for immediate or future resolution – not to the **Minister**, as her Sunday morning experience should be without interruption.

**NOTE: If you are unable to cover your assigned date, please arrange for a substitute from the list of names on your most recent schedule, and let your team leader and the church know.**

***Thank you for your loving service !***