

CARETAKER'S WEEKLY SCHEDULE

FULL-TIME CARETAKER - Church

Monday -- Clean Church office, Pastor's Study, Rest Room and Hall and steps to kitchen door. Clean rug with electric vacuum cleaner and dust all furniture, door frames, window sills and steps to church. Remove all Bulletins and papers and any refuse in the sanctuary. Put all hymnals in the proper places, facing the same way. Do the same to the quiet room.

Tuesday Same as above but use hand cleaner on carpets.

SCHOOL BUILDING -- ALL FLOORS

Monday & Wednesday -- Buff all floors, dry mop entire floor area, dust all of the following: doors, frames, tables, chairs, piano, window sills, and frames, base boards, and air conditioners. Dust wall heaters and radiator covers. Dust down front and rear stairs. Buff floors every other week, unless floor shows extra hard use, then buff when needed. Wet Mop floors if soda or dirt stains are on floor.

Thursday--Clean Friendship Hall floor with wet mop and cleaner. Dust all tables and chairs, piano, doors, frames and steps. Clean window sills and tops of air Conditioners. Be sure to clean refuse from under radiators, and back of water cooler, Soda Machine and air conditioners.

Friday-- Wash gym floor with cleaner. Dust all tables and chairs, window sills and base boards. Wash both front and rear halls. Hose down front pavement in the afternoon.

Saturday- Wash rest rooms and kitchen floors. Clean sinks and bowls. Wash tables in kitchen. Dust all window sills. DUST TOPS OF FREEZER, RADIATOR DISH CABINET AND HOOD OVER GAS STOVES.

CARETAKER'S WEEKLY SCHEDULE

Page 2

PART-TIME CARETAKER'S SCHEDULE

- Wednesday** -- Clean church office, Pastor's study, rest room, Hall and steps to kitchen door. Clean carpet with electric vacuum cleaner, dust all furniture, doors, and frames, window sills, and steps to church. Buff floor in upper room and balcony. Dry mop floors, dust all furniture, doors and frames, chairs, tables, desk, piano, and window sills, base boards and all floor corners.
- Thursday** -- Clean Friendship Hall floor with mop and cleaner. Dust all tables, chairs, piano, doors, and frame, steps, clean window sills, tops of air conditioners. Clean all dust and refuse from under radiators and in back of water cooler, soda machine and air conditioners.
- Friday** -- Buff tile under all church pews and choir loft. Dry Mop floors when buffed. Dust with damp rag all wood work in the sanctuary. Pews, doors and frames, chancel woodwork, altar, pews, doors and frames, Top and sides of organ and bench, altar rails, carpet in the church and Wartax to be vacuum cleaned every week. Rug in Wartax to be turned back and cleaned under it. Coat and hat rack to be dusted, coat hangers, window sills, desk, chairs, doors, and frames, radiator covers. Windows in doors leading into church to be cleaned with window cleaner. Rug in tower room to be vacuum cleaned. Foot rug to be turned up and cleaned. Foot rug to be turned up and cleaned under it. Window sills, radiator cover dusted, also doors and frame. Refuse removed from under radiators.

NOTE: It is also the duties of both caretakers to set up tables and chairs for any activity by any church organization as requested by said organization. The caretakers shall also take down and store in their proper places all tables and chairs at the end of activities on the next morning.

Both caretakers shall work together at all times, helping each other on large undertakings such as moving furniture and scrubbing floors and rewaxing. Such waxing will be done once every three months one floor a week. This is done so that other parts of buildings can also be cleaned.

The above schedule shall be followed at all times by both caretakers. When no member of the house committee is present, the caretakers will go to the church secretary for any orders or information if any unforeseen problems come up.

The maintenance of the entire church and school premises as to cleanliness and orderliness is to be the responsibility of both caretakers at all times. The entire complex is to be always thoroughly cleaned and kept in order. All janitor equipment must be put away at the end of each day. All waste baskets, ash trays and refuse containers must be emptied and washed daily. The entrance halls must be cleaned at all times. The rugs at stairways to be cleaned daily at Dillon Street entrance.

CARETAKER'S WEEKLY SCHEDULE

Page 3

All wash rooms must be checked daily, and if used all sinks and bowls to be kept in perfect cleanliness at all times.
The exterior property shall be inspected each morning and all paper, bottles or any refuse shall be picked up and put in proper containers. The front pavement shall be hosed down at least once a week, weather permitting. This shall be done on Friday afternoon.

Place floral baskets in their proper place on the altar.
Put flowers on the altar vases on Saturday morning being sure there is enough water in the vases.
The outdoor bulletin board to be put in office for weekly changes and put out after completion. Pastor will tell you when.

The church bulletins to be put in Nartex. Check with church secretary as to when bulletins are ready.

See that all pew racks have attendance cards, offering envelopes, and any special material the Pastor has.

DUTIES AND RESPONSIBILITIES OF CARETAKER

The maintenance of the entire church plant as to cleanliness and orderliness is to be the caretaker's responsibility.

All premises shall be in good order all the time. As soon as an activity is completed, the room or area in which it was held is to be put in proper order, so that at all times the property and plant is fit for inspection

The steady cleaning of the entire plant is to be put in a systemized schedule. Although all areas are to be in order always, each section of the plant is to receive a thorough cleaning frequently.

The floors of each section are to be kept buffed, and thoroughly de-waxed and refinished at intervals, under the direction of the Council or its representative committee

Each area is to be dusted at least weekly, both the floors and all articles of furniture, and always prior to its use for an activity.

All waste baskets, ash trays and refuse containers are to be emptied in a regular manner, daily, if used. The entrance halls are to be kept in a state of order, so that all who enter are pleasingly impressed. All trash and garbage is to be set out on regular days, so that it may be picked up. This includes the trash cans from the parsonage.

Periodically all the ^{doorframes,} woodwork in the sanctuary - the pews, /chancel woodwork, are to be washed down and waxed. The same shall be done for chairs, equipment in parts of plant.

The caretaker shall likewise be responsible for dusting the offices, cleaning the floors, etc. regularly. It is his responsibility to maintain the church offices as a definite part of the church plant.

Care of the property also includes the cleanliness of all the wash-rooms.

The caretaker is to be responsible for the set up for meetings at the church, arrangement of chairs and tables in the desired manner. As regards suppers at the church, this will be done in conjunction with directions from the Council or its responsible committee.

The adequate care of the exterior property is also under the jurisdiction of the caretaker, which includes the maintenance of the property in a neat condition -

inspecting the exterior each morning and picking up all stray bits of paper, empty bottles, etc.

the exterior property shall be hosed down each Saturday, weather permitting, including the area between church and parsonage.

when it snows during working hours, the caretaker is to keep a path about three-feet wide down the center of the sidewalks with cuts to the street. Icing conditions are likewise to be taken care of. Further snow removal is not the caretaker's job unless arranged by the proper committee of Council.

Preparing for Worship Services

Prepare the altar, placing altar, pulpit and lectern antependia in position, changing colors when necessary as to church year. Keep candles in candleabra in proper condition (this becomes operative only if not fulfilled by Altar Committee)

Place any floral baskets which may be on hand in position

Place new hymn numbers and proper Sunday designation on the hymn boards

See that the supply of attendance cards, offering envelopes, etc are in pew racks, and other materials as Pastor gives direction.

See that books in pews all face the same way and old bulletins are out of pew racks and hymnals

See that the bulletins for the coming services are taken from the secretary's office and placed in Narthex

When the 'Upper Rooms' are ready to be put out, see that these are unpacked and in Narthex. This applies to other materials, under the direction of the Pastor.

See that a supply of bulletins (about 30) are carried to choir rooms for use of choirs and also that there are bulletins in the proper positions in the Chancel for the use of the pastor(s)

Outdoor bulletin board

Under direction of the Pastor bring in the outdoor bulletin board and replace it when prepared by the Pastor or secretary

Communion Services

See that the communion rail is in place for the early Communion service and that the side gate is opened for entrance purposes to altar area.

DUTIES AND RESPONSIBILITIES OF CARETAKER

The maintenance of the entire church plant as to cleanliness and orderliness is to be the caretakers responsibilities.

All premises shall be in order at all times. Every organization shall be responsible for clearing area of their activity. The caretaker will then put this area in proper order, as soon as he possibly can, within his working hours, ~~the past evening~~, or first thing the next ^{MORNING} ~~afternoon~~, so that at all times the property and plant is fit for inspection. USE.

The steady cleaning of the entire plant is to be put on systemized schedule. Although all areas are to be in order always, each section of plant is to receive a thorough cleaning frequently.

Each area is to be dusted at least weekly.

All waste baskets, ash trays, and refuse containers are to be emptied in a regular manner, daily, if used. All entrances should be kept in a state of order so that all who enter are pleasingly impressed.

Periodically all the woodwork in the sanctuary, pews, waistcoating, shelves, etc. are to be washed down and waxed. The same shall be done for chairs and equipment in parts of plant. The floor under the pews also to be cared for in such a way, as to keep it clean. All floors in the plant shall be scrubbed and waxed periodically. WHERE NEEDED.

The caretaker shall likewise be responsible for dusting the offices, cleaning the floors, etc. frequently during the week. It is his responsibility to maintain the church offices as a definite part of the plant.

The regular duties already fulfilled by the caretaker, cleanliness of rest rooms, set up and opening for meetings, (ringing of bells and his presence at all services, and all such duties shall be continued.) He is to set up all departments for the church school sessions, wherever it is necessary.