

KURRI KURRI BAPTIST CHURCH

Cleaning Team Role Description

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Note: Throughout this document, “Church” refers to Kurri Kurri Baptist Church (KKBC), the local Church which adopted this document.

Role Title

Cleaning Team

Role Description

To regularly clean the church facilities, as a service to the church fellowship

Responsibilities

- To obtain a Church key from the Church Secretary (signing the key register) to access the Church facilities
- To clean the Church sanctuary, hall/toilets/kitchen, external toilets, back building (not including the Pastor's Office)
- To clean in the week prior to the rostered Sunday date, or date of special event
- To clean whilst the facilities are not in use
- To not perform any cleaning duties (i.e. working at height) which pose a risk to your safety
- To use the tools, cleaning items supplied and stored in the locked cleaning cupboard
- To use appropriate personal protective equipment (i.e. gloves, mask) if using cleaning products which may cause irritation
- To ensure all cleaning materials are returned to the cleaning cupboard and door is locked
- To advise the Roster Coordinator or Diaconate if any cleaning supplies need replacing or replenishing
- To inform the Roster Coordinator of availability for rostering

Prerequisites and/or skills required

- Church member, and/or agree with the "Responsibilities of Membership" listed in the Constitution (5.c.)
- Compliance with the Procedure for Staff and Volunteers (Category 2 b - Volunteers not in leadership roles or engaged in child-related work or work with vulnerable adults)

Supported by

- Roster Coordinator
- Church Leadership, and Church
- Cleaning Team

Term

- Appointed by the Roster Coordinator
- One year term, with eligibility for re-appointment for subsequent terms

Reporting to

- Roster Coordinator

Reporting method and frequency

- As needed, to the Roster Coordinator