

Custodian Helper Job Description

Monday

1. Empty all wastepaper baskets in lounge and offices.
2. Pick up bulletins in all pews and straighten and check books for attendance slips. Give slips to office.
3. Check women's bathrooms on main floor and downstairs for paper toweling.
4. Bring mail to school

Tuesday

1. Empty wastepaper baskets in offices.
2. Spot vacuum in sanctuary.
3. Go upstairs and empty wastepaper baskets.
4. Water big plant upstairs. Use coffee can upstairs to water plant and leave upstairs.
5. Check women's bathrooms on main floor and downstairs for paper toweling.
6. Bring mail to school.
7. Water plants outside – turn water on just a little bit and water hanging plants.

Wednesday

1. Empty wastepaper baskets.
2. Check women's bathrooms on main floor and downstairs for paper toweling.
3. Water two (2) plants in foyer. Use pitcher in the bathroom (in office).
4. Take down old sermon and put up new sermon outside.
5. Bring mail to school.

Thursday

1. Empty wastepaper baskets.
2. Put scripture page numbers and song numbers up in sanctuary.
3. Check women's bathrooms on main floor and downstairs for paper toweling.
4. Bring mail to school

Friday

1. Empty wastepaper baskets.
2. Check women's bathrooms on main floor and downstairs for paper toweling.
3. Bring mail to school.
4. Vacuum floors – hallway, offices, and mat.
5. Water plants outside – turn water on just a little bit and water hanging plants.

Every Day

Empty garbage cans in the back of the school.