

Role Guide

Team: Housekeeping (10:30am)



Role: Reset Hall

The big picture

The Church Hall is used by SPK during the service and by others afterwards. It needs to be left clean, orderly and ready for lock-up and its next use.

Your role

The SPK Team is responsible for putting away its own equipment and clearing its ministry-related clutter.

Your role is the final reset of the Hall.

When to do it

Go down to the Hall shortly after the end of the service, once SPK has had time to clear away its own equipment.

What to do

Please:

- check that SPK equipment and toys have been put away;
- pick up any remaining rubbish;
- wipe tables and other surfaces where necessary;
- vacuum where necessary;
- put furniture back into its normal position;
- make sure anything obviously out of place is put away appropriately;
- give the kitchen and toilets a quick check;
- leave the Hall clean, tidy and ready for final lock-up.

The principle is: **SPK clears away its ministry; Housekeeping resets the room.**

If something has been left in a state which requires more than a reasonable Sunday reset, let the church office know rather than silently absorbing a significant cleaning job.

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