

Historic church building

**Hall & Pantry**

**Clean Up Team**

**Role Description**

***‘’The team with a clean theme***

***05/02/2025***

These volunteer positions are required each Thursday between 1pm & 3pm.

These rolescomprise part of the total Hall/Pantry Shop/Kitchen clean up team.

A separate and specific role description exists for the kitchen **c**lean up tasks although you may be asked to assist.

It is suggested that you have your lunch prior to 1pm.

Your supervisor during this period is a congregational member present. A high trust role also in charge of locking up keys.

**Essential: -**

* Ability to work alone and as a team member
* Politely inform customers after 1pm that we are closed and that on-going conversations could take place outside.
* Final cleaning of all hall table tops; clean and sanitise
* Wipe the arms of chairs, stack against the western wall (not touching fabric against the wall)
* Floors vacuumed and /or mopped, include the Pantry Shop.
* Bathroom clean up, including toilet, replacing rolls mopping floor.

Use the wet-floor sign.

* Refill the urn when safe to do so.
* Clean and set up white tables for hampers Friday, retain strong boxes.
* Consider if there is another function to follow eg Labor Party meeting bi monthly so different hall set up.
* Empty the hall bins to red, green and yellow bins as appropriate.
* Fill the red and yellow bins. Excess large cardboard can be removed Friday. Put out the bins on roadside for Friday morning collection.
* Fridges wiped clean in hall and shop, turned off and unplugged.
* Return the till, baskets etc to Pantry store
* Bring in the umbrella, remove cushions from outdoor chairs, store under the awning to keep dry.
* **Before Departure**
* Check that the urn is turned off and unplugged. Electric jug and both hot water systems unplugged also.
* Check that lights and air conditioner turned off before departure.
* Prior to exit check all doors, external and internal, are locked, windows closed, curtains drawn.
* Collect kitchen washing if required, if taken home these items must be washed separate to home laundry.
* Inform your supervisor if cleaning products, toiletries etc that need purchasing or topping up so Friday delivery can be organised.

**Desirable, for all the team: -**

* Keep all lines of communication open and friendly
* Observing and assisting to provide a safe environment for customers and volunteers. This applies to the physical and emotional environment for all.
* Exercise self-care, ask for help if needed. If you need to abandon your role for physical or mental health reason, it is OK, we appreciate your efforts. Talk to your supervisor.
* Referral to your supervisor if tasks are beyond your comfort level, time allowance or scope of training.
* Refer to your supervisor if role descriptions require further discussion, i.e. modification as circumstances change. Revisit your initial volunteer agreement and induction process as required. Hard copies are retained by the committee secretary and can be resent by email or printed.
* Be open to suggested subjects relevant to the ongoing training and personal development and enjoyment of all pantry volunteers

All role descriptions are printed and are available at the Pantry if you would like more details or would like to consider other roles. In red folder in kitchen filing cabinet Ask your supervisor for access or clarification.

Pam Skelton, chairperson,

Garden of Eden Community Project sub-committee of Eden Uniting Church.