

## Weekend Facilities Assistant Responsibilities:

### **Before Sunday service:**

- Kiosks Set Out
- Gym Set Up
- Tidy up classrooms for Kids Min
- Reset and clean the Micah Center after Saturday events (ie. Weddings, conferences) as needed

### **After Sunday services:**

- Dry mop gym
- Pick up bleachers
- Check that the classrooms are locked
- Check that the Gym is unlocked
- Take down Kids Micah Room as needed
- Clean classrooms: Vacuum, take out trash, tidy up the chairs/tables
- Clean up lobby and coffee station: take out trash, clean tables and coffee area, spot vacuum
- Set up Micah Center for Monday events as needed

### **On Call:**

- Snow Removal
- Monitor A/C and heat