

**First Presbyterian Church  
Bowling Green, Ohio**

**Sexton's Work Assignments**

**Daily**

Unlock (am) and lock (pm) the church on Tuesdays through Sundays.

Check in at church office for daily information pertaining to church schedule and related sexton work assignments.

Check and clean (as needed) all church restrooms and restock supplies (toilet paper, soap, and paper hand towels).

Check and empty all church trash cans as needed and replace trashcan liners.

Vacuum lobby and entrance rugs. Clean and dry wet and/or dirty hard floor surfaces due to foot tracks from rain and/or snow, or other moisture (for example, liquid spills).

**Weekly**

Clean and vacuum floors, and dust and clean desk or table top surfaces in the following rooms or areas:

- Sanctuary and Balcony
- Narthex (front entrance lobby)
- Green Lounge and Library
- Chapel and small room off Chapel
- Church Office Lobby
- Church Offices
- Choir Room, Fellowship Hall, and Fellowship Hall serving area
- Stairway railings and steps

Mop kitchen and Fellowship Hall tile floor after church "We Meet" dinners (weekly on Wednesday evenings) or receptions and after special church meal events.

Clean all restrooms thoroughly.

Pick up trash on church grounds.

Sort and take recyclables to Bowling Green Recycling Center.

**As needed**

Set up and take down tables for special meetings, luncheons, dinners, and events. Reorganize table and chair placement in Fellowship Hall according to event requirements.

Move necessary tables and chairs outdoors for special events and replace them in Fellowship Hall storage area following events.

Order cleaning and maintenance supplies as necessary.

Move Deacon's Shop contributed items from Office Lobby to the Deacon's Shop.

Rake leaves as necessary.

Shovel and de-ice church sidewalks and outdoor stairways. (If snow depths do **NOT** require contracted snowplowing of rear parking lot, shovel pathways on either side of lot from sidewalk up to covered awning.)

Wash windows, as needed

Other tasks as assigned by the Head of Staff or Chair of Trustees.

### **Monthly / Seasonal**

Check elevator sump pump.

Clean cobwebs.

Alternate circulating pumps on main boiler.