

Job Description for Legacy Hall Set Up/Clean Up Team at St. Agnes+Our Lady of Fatima

Positions Open: August 1, 2021

Number Available: 2

Compensation: \$90.00 each event each position
(time commitment average 5 hours each event)
1099 issued for taxes

Requirements: Must be at least 18 with transportation
Responsible and motivated
Able to communicate with Hall Manager and Pastor
Available Friday evening to set up hall (after 7pm)
Available Saturday night/morning to clean
(12:30am- til completed)
Respectful but firm with clients and guests
Ability to clean using ordinary cleaning products and equipment
Must Complete background check and VIRTUS training

Duties: Set up Legacy Hall tables/chairs per diagram provided
IF no diagram, set up tables and chairs to accommodate number of
guests .
Ensure bathrooms are stocked with paper products and soap AND `
CLEAN
Ensure trash cans are in place with liner in can and additional liner
on handle of each can.
Complete and sign checklist of condition of items for Legacy Hall
and the Commons prior to guests arriving.
Complete and sign checklist of condition of items for Legacy Hall
and the Commons prior to guests departing
Dismantle tables and chairs and store on racks unless directed
otherwise by the Hall Manager, Custodian, or Pastor
Wipe down and clean counters and surfaces in Kitchen
Mop Kitchen Floor with hot water and cleaning solution
Clean Bathroom surfaces and fixtures
Mop Bathroom floors with hot water and cleaning solution
Vacuum Commons, hallways, and entryways/
mop where applicable
Wipe down counters and tables in Commons
Note any carpet stains that need to be cleaned
Return all furniture to original positions
Remove all non-parish food items from kitchen and commons
And refrigerators
Clean glass on doors in entryways and windows as needed
Review courtyard and parking lots for trash/debris
Make sure lights, doors, windows, and appliances are off

Make sure doors are locked, secure, and alarm is set.

Send application or inquiries to:

Rev. Robert Marva, OFM Cap.
St. Agnes+Our Lady of Fatima
6800 Lexington Ave.
Cleveland, OH 44103

brotherbob@soalf.org