

Saint Joseph the Worker- Annual General Meeting May 2016

From: Ralph B. Scheurle - Janitorial /Maintenance Coordinator

Janitorial /Maintenance Report

Staffing:

- Custodian
 - Ralph B Scheurle, Nov 2015- 2016: One Year contact renewed again.
- Parish Maintenance Committee
 - New committee formed and they will meet in late May 2016.
- Many volunteers including
 - Vacuum ministry members
 - Outside yard work volunteers

Coordinator Position: duties

Admin:

- Maintain a hard copy binder so we have “corporate history “ related to janitorial and maintenance issues
- Maintain a data base on time, skills and resources required to maintain this parish
- coordinate and support volunteers working in maintenance, etc. of our parish
- work closely with and under guidance the maintenance committee

Hands –on Work:

- Clean the church and church hall on Mondays and Thursdays
- Set up for special functions such as funerals etc.
- Perform required janitorial duties as required for church and parish hall.
- Act as a contact for all trades required to maintain the church property.

Events

- General cleanup of church and hall support areas as required
- Maintain church property by using the speciality skills of maintenance committee
- Two glass patio doors were replaced in the rectory by two French doors.

Future Concerns

- The back side of the church building has serious problems with peeling paint and requires attention