

# Housekeeping Chairperson

## Summer – September Duties

- Responsible for assigning the housekeeping members to approx. 4 cleanings each year.
- Determine the dates and times for each housekeeping day for the school year. Make sure to alternate between a weekend morning and a weekday night so it is not the same from month to month. Typical start times are 10am on weekends and 6pm on weekday nights.
- The Board will select a summer cleaning date. You must assign the rest of the cleaning dates for the school year and submit to the Board by September 1<sup>st</sup>.
- Create a housekeeping sign up on a poster board, have this ready for the 1<sup>st</sup> general membership meeting so everyone assigned to housekeeping can sign up for their 4 cleanings that night. Post this in the bulletin board in the storage room year round.
- Create a substitute sign-up sheet and bring to the 1<sup>st</sup> general membership meeting, make sure to ask for contact information. Anyone that wants to earn \$25 for taking someone's assigned cleaning should sign up. This will be posted in the storage room year round in case anyone on housekeeping is looking to pay a substitute. It is the members' responsibility to find a substitute and to notify you of the subs name. If the sub does not show up at the cleaning it is the responsibility of the originally scheduled member to pay the fine of a missed cleaning.
- Be prepared to meet with the housekeeping crew at the 1<sup>st</sup> general membership meeting. Explain the procedures for the year. Feel free to create a handout to pass out.
- It is your responsibility to make and post a class mopping schedule. This schedule must also be done by September 1<sup>st</sup>.
- A Housekeeping Directory (including names and contact information) should also be ready by the first General Membership Meeting and handed out to those signing up for cleanings. Please keep this directory up-to-date at all times.

## Recurring Monthly Duties (August – May)

- Remember to assign a Housekeeping Advisor for each cleaning. This Advisor is the leader for the shift. Give the scheduled Advisor a sign in sheet, names and phone numbers of people assigned for that cleaning, and a copy of the housekeeping checklist.
- You must attend the summer cleaning and act as the advisor. Then the advisors you assign will act as advisors (or leaders) for the rest of the shifts. **You are not required to attend any other cleaning other than the summer one unless needed.**
- Be sure Advisors have keys prior to their shift and that they return them after.
- Notify members 3 times before their scheduled cleaning.
  1. Put a note in their mailbox 1 week prior to their scheduled cleaning. Remember that the Tots class only meets once each week on Friday.
  2. Make a reminder phone call 2-3 days prior to their scheduled cleaning

and send a reminder email.

3. Remind them they are welcome to bring someone to help. They also need to bring a bucket and rags. They may also bring some rubber gloves if they want.

- Make sure that everything necessary is available for each cleaning:  
Supplies – disinfectant, vacuum bags, and mop heads (notify the supply purchaser if there is anything you need. Be sure to give them enough notice.)
- Any member that misses a cleaning pays a fine with next month's tuition. Notify the Secretary and President of any missed cleanings by copying the sign-in sheet and noting if a member missed a scheduled cleaning. It is your responsibility to get the sign in sheet from the advisor. Provide a copy of this after each cleaning even if everyone came as scheduled. Remember to assign the member that missed their cleaning to another cleaning to make up for the one missed.