

## Housekeeping

- It is your responsibility to attend approximately four cleanings each school year. You will be given a list of tasks to be fulfilled at each cleaning.
- At the first General Membership Meeting you will sign up for your shifts and there will be a small informational meeting regarding job duties. Should you have any questions throughout the year you can contact the Housekeeping Chair or your assigned Advisor.
- You will be scheduled an Advising position for one cleaning throughout the year. For this cleaning you must fulfill the following duties which are in addition to your regular duties:
  1. Make sure everyone has a job to do at the cleaning.
  2. Walk through the school at the end of each cleaning and make sure that tasks on the check list were completed.
  3. You will be given a sign in sheet, and a list of each member that is scheduled for your cleaning. If someone is not present it is your responsibility to call and see if they are going to make it. If someone fails to attend their scheduled cleaning you must report it to the Housecleaning Chairperson. At the end of the shift, make a copy of the sign-in sheet and place it in the Housekeeping Chairpersons mailbox.
- If you are unable to make it to your scheduled cleaning it is your responsibility to find a substitute or a family member to replace you. If you or your substitute fails to attend your scheduled cleaning, you will be fined \$25.00, payable with the next months' tuition. You will also be assigned another cleaning.
- If you find a substitute for your scheduled cleaning than you are required to take one of their cleaning days. If you are unable to trade any days with your substitute than you are required to pay them \$25.00 for working your scheduled day.
- You are always welcome to bring someone in to help with the cleaning. Also remember to bring in a bucket, a rag, and other supplies as needed.