

CUSTODIAL ASSISTANT

INSTRUCTIONS & PROCEDURES

Your job is to keep things looking nice and to keep the bathrooms stocked. Details for each area are listed below. It may seem menial, but it is very important!

Aprons are provided for each volunteer. Please wear an apron and a **nametag** while you are on duty. Return aprons – AND KEYS – to the info booth when your shift is finished.

If you need help, find a building supervisor or event coordinator. They are carrying radios. Checking in at the info booth is usually a good way to find someone.

BLUE BUILDING -

1. Clean Floors

Keep floors clean in lobbies, on steps, in craft rooms, and bathrooms. Most wet spills can be handled with a wad of paper towels. Pick up big trash and use a broom to sweep up debris, popcorn, etc. Brooms and dustpans are located at the upstairs bake sale, the custodial area behind the preschool wreath tables on the main floor and near the restrooms in the Blue Room.

2. Stock restrooms

Make sure toilet paper and paper towels are stocked. Get the keys to the towel dispensers from the info desk at the beginning of your shift. Extra supplies are stored in the custodial closet in the upstairs restroom, in the wood cupboard in the main floor restroom, and on the windowsill of the women's room downstairs. **For restrooms in the Blue Room downstairs** ask an opposite-gender shopper to check the restroom you don't use to see if it is empty and stand guard so you can restock supplies.

3. Empty trash & recycling

- Empty small trash cans in craft rooms – extra liners are in bottom of can.
- Empty large garbage cans in lobby and bake sale area and replace bags if necessary. Extra garbage bags are in the cabinet in the custodial area on the main floor (in the NE corner of the main lobby, behind the wreath booth).
- Put trash in the green dumpster at far end of upper parking lot. Fill the dumpster and pile extra bags around or beside dumpster.
- The blue recycling dumpster is for all cardboard, paper, plastic, glass, and aluminum. There are recycling receptacles in the main entryway and upstairs gallery of the blue building and in the community hall in the brick building. Please try to put all recyclables in the proper container!.
- Compost: please empty the contents of the compost liner into the brown dumpster and put the liner itself into the garbage dumpster. The liner is a regular garbage bag and is not compostable.

4. Food Bank Donations

Please help to keep the food bank donations tidy. Someone else is assigned the job of moving these donations into the food bank van in the afternoon.

BRICK BUILDING instructions on other side.

BRICK BUILDING

1. Clean Floors

Pick up debris and sweep if needed, especially in the Community Hall stage area, stairs, and restrooms. A broom and dustpan are located in the metal cabinet in the hallway near the Community Hall kitchen. A vacuum is located somewhere near the door of the Dragon Room.

2. Stock restrooms

These are located on the third floor. Extra toilet paper, paper towels, and trash can liners are in closet in the hallway. Ask an opposite-gender shopper to check the restroom you don't use to see if it is empty and stand guard so you can restock supplies.

3. Empty trash & recycling

There are three large garbage cans in Community Hall, in addition to the bathrooms. Empty trash into the blue dumpster at north end of lower parking lot. Fill the dumpster and pile extra bags around or beside dumpster, out of the way. Recyclables can go in the green dumpster. Compost goes into the brown dumpster, but the compost liners must go into the garbage.

4. Food Bank Donations

Please help to keep the food bank donations tidy.

5. Parking Lot

As you walk between buildings, please keep your eye out for any trash and pick it up for disposal.

IN CASE OF DIRE EMERGENCY (vomit, etc.), contact the Building Supervisor.

A mop & bucket are available in the boiler room of the blue building.

**THANK YOU VERY MUCH FOR HELPING.
YOUR SUPPORT FOR THE PNA IS MUCH APPRECIATED!**

BLUE BUILDING instructions on other side.