

## JANITORIAL DUTIES – CAMPMEETING

### **Supervisor:**

Sonya Herford

### **Work Shifts:**

1st shift: 7:15am - 12:15pm  
2nd shift: 12:15pm - 5:15pm  
3rd shift: 5:15pm - 10:15pm  
Rotating shift: Fills in for others  
Porta Potty shift: Random times throughout the day

**Work begins** with Orientation at 6pm in the Conference Center on the first Friday for ALL WORKERS. Immediately following orientation, the 3rd shift will begin. All are required to work through the last shift on the last Saturday night, with the option of getting extra time on the first Friday and last Sunday.

### **Pay:**

- You will each have a time sheet that will need to be filled out daily.
- You must be 16 years or older to work a third shift.
- If you would like to work extra hours, please let your supervisor know.

### **Camp Meeting Restroom Cleaning Duties:**

#### Sabbath Cleaning in All Locations:

- Wipe down counters.
- Replenish paper supplies.
- General pickup only
- **NOTE:** Try to remain inconspicuous. NO heavy cleaning on Sabbath.

#### Administration Building, Fitness Center, Church, Elementary School, ABC. Boys/Girls Dorm:

- Wipe down and clean sinks, counters and mirrors of all bathrooms.
- Sweep and mop floors of bathroom.
- Clean toilets during each shift and as needed (making sure to lift up the seat and clean under it, too).
- Replenish toilet paper in stalls, as needed.
- Replenish paper towels in dispensers, as needed.
- Replenish supplies in feminine hygiene dispensers, as needed.
- Boys and Girls dorms – vacuum the hallways (only use vacuum between 11:00 am through 7:30 pm only).
- Empty trash in dumpsters (dorms be sure to clean out trash room).
- Keep a box of lost and found items. The supervisor will take them to the Information Booth.

- Additional Fitness Center Duties:
  - Dust and mop racquetball courts, and stairwell/hallways downstairs (3rd shift).
  - Wash Windows and glass doors, as needed.
  - Keep hallways swept & rugs cleaned off.
- 3rd Shift Extra Person:
  - Sweep/mop hallways of Ad Building and Fitness Center.
  - Vacuum rugs and empty trash.

#### Bath Houses / Campground Crews:

- Keep outside sinks clean.
- Sweep the porch and sidewalks bathrooms.
- Keep the supply closet in order.
- Empty trash in dumpsters.
- Mop and clean showers for ALL shifts (be sure to pick up black mats and clean them).
- Keep a box of lost and found items – the supervisor will take them to the Information Booth.

#### **Additional Instructions for All Janitors:**

- Before you turn your job over to the next person, be sure that everything is clean for them to begin their shift.
- It is okay to visit with friends as they stop by, but try to keep the visiting down to just a few friends at a time. Your job is your priority. If you are visiting with friends, the bathroom needs to be spotless!
- Do not block the entrance to the bathrooms.
- Be positive and pleasant with EVERYONE – some will be kind and others will be harsh – but keep a Christ-like attitude and remember to reflect HIM in ALL that you do!
- Report to your supervisor immediately any injuries, falls, broken items, lights not working, or anything leaking.
- If you need to leave your area briefly, please receive permission first from your supervisor. If you need or want a specific time off, please let Kristi Romashko know ahead of time and she will do her best to assist you.

#### **Dress Code:**

- Both Guys and Girls
  - Two t-shirts will be provided.
  - We ask that you please not wear jewelry to work.
  - No iPods, mp3 players, computers, etc.
- Guys:
  - All clothing needs to be modest.
  - If you wear shorts, the length needs to be as close to the knee as possible.
  - *SABBATH:* Please wear nicer clothes, such as khakis and a collared shirt FOR ALL SHIFTS. No shorts!

- Girls:
  - All clothing needs to be modest.
  - If you wear shorts or skirts, the length needs to be as close to the knee as possible.
  - NO tight clothing.
  - *SABBATH*: Please wear nicer clothes to clean in, such as a dress/skirt/skort FOR ALL SHIFTS.