

Clean-Up Duties

2 Volunteers --- Report at 4:30pm for dinner service

1. Make sure all dishware, utensils, placemats, and trash are removed from tables. Take water pitchers to Dishroom window.
2. Wash (green bucket), rinse (white bucket), & sanitize (red bucket) the tabletops/sides/legs and chairs. Sanitize all items (napkin holder, table numbers, salt & pepper shakers, etc.) on the tabletop. Sanitize all door handles and light switches. Wash/rinse/sanitize the beverage table.
3. Sweep all floors (excluding Laundry, Dishroom and Pantry); damp mop entire kitchen and dining room, specifically around the beverage table. ****Use water only, no special detergents**** Use of yarn mop (found on back stoop) or sponge mop (found in Utility closet) are both acceptable. Sweeping and mopping items are in the utility closet (next to Laundry/Cold Storage). If mopping items not there, additional mops are on the back stoop off the dining room, and rinse bucket is in laundry/cold storage room.
4. After mopping the designated floors, sanitize the mop heads: Start by rinsing out the **mop** until the water runs clear. This can be done in the tub sink in the Utility closet. Then place the **mop** in a bucket/sink containing 2 gallons of hot water and a cup of vinegar (vinegar located on shelf in Utility closet). Let your **mop** soak for 10 minutes, rinse again, then hang it up to dry (outside on off stoop for yarn mops and hanging on the wall in Utility closet for sponge mop).
5. Empty all trash cans (dining room (2), restrooms (2), kitchen (4), and dishroom (2) and recycle can. If outside recycling cans are full, place recyclables in additional black trash can found on side of building. Replace bags in trash cans using correct size bag (found in pantry).
6. Carry bags to outside trash cans.
Tuesday evening – take trash cans to the curb
Wednesday evening – take recycle cans to the curb
7. Check with the ServSafe Manager to see if there are any other tasks before departing.