

Highland Center Locker Rooms / Morris Hall

Position 6

10:30 PM – 7:30 AM, Monday - Friday

Area	Duty	Frequency
HC Janitor closet 1604	Clean and stock	As needed
HC restrooms 1022 1024	Restroom procedures	Daily
HC locker rooms 1612 1614 1616 1618 1622 1624 1626 1628 1642 1644 1646 1648 1710 1712 1714 1716 1718 1720 1730 1732 1734 1740 1742 1744 1746 1748 1750 1760 1762 1764 1766	Locker room and restroom procedures	Daily
HC 1700, 1702	Classroom procedures. Trash, check boards (Sunday night only)	1x week
Pool – 1500	Put Flipper (pool robot) in at start of shift and monitor for the duration of shift. Remove at end of shift. Additional pool procedures as instructed.	Daily
Pool deck 1500	Sweep, autoscrub with 1:10 bleach/water solution	Daily
Pool observation area and halls 2500	Sweep, dust mop, wet mop, clean glass	Daily
MH Classrooms 102 103 215	Classroom procedures	Daily
MH conf. room 213	Trash, vacuum, clean boards, clean table, straighten chairs	Daily
Trash	Haul to dumpster	
HC – outside entries 1012 1014 1018	Clean glass, sweep, pick up litter, leaves and cigarette butts, empty and clean ash trays, remove snow and ice	As needed
	Clean equipment after use. Report needed repairs.	
	Other duties as assigned.	

Important notes:

Employee may be required to carry a communications device such as 2-way radio, cell phone, or pager.

Employees are responsible for replacing light bulbs in their area where ceilings are of average height – approximately 8 feet or lower.

All responsibilities outlined on this area description must consistently meet department standards.

Location of equipment closet:

Clean Up Kit	MSDS	Bio-hazard Bucket