

HOUSEKEEPING COORDINATOR

RESPONSIBILITIES:

1. Schedule the bi-monthly cleaning sessions for the year. One cleaning is completed in August by the Executive Committee and additional families who are willing help. Throughout the year, there is a cleaning in October, January, and March. Review the school calendar and any holidays when scheduling the cleaning sessions.
2. All co-op families must be assigned a cleaning session. Assign a Lead Family for each cleaning date. The Lead Family should be a returning GUMS family who has participated in the cleaning in the past. The Lead Family will ensure that everyone signs in for the cleaning and understands what they are supposed to do.
3. During the first week of school, request all co-op families initial next to their name on the cleaning schedule to let you know they know what day they will be cleaning. 3. Type up the Bi-monthly cleaning schedule and send to the President within 1 week of BTSN so the President can include in an email update.
4. Print a copy of the Bi-monthly cleaning schedule and put a copy in each family's mailbox.
5. Post a copy of the Bi-monthly cleaning schedule on the bulletin board.
6. One week before each bi-monthly cleaning:
 - a. Ask the teachers about any special needs prior to the cleaning and remind them to leave out any extra frequently used items.
 - b. Contact the director to remind her that the cleaning is coming up so that she can check the cleaning supplies and knows to expect the lead to be in touch regarding picking up the key.
 - c. Email all members that will be cleaning to remind them of the date and time to meet for the bi-monthly cleaning. Include the following reminders in the email:
 - d. If anyone has a scheduling conflict and cannot be at the cleaning, it is the member's responsibility to find someone to switch with. If they cannot find someone to switch with, they will be assessed the fine for not completing the bi-monthly clean.
 - e. No children can be present at the monthly clean
 - f. Tell them of the teacher's special requests, if any
 - g. If toys are brought home to be disinfected they must be returned, DRY, by Monday morning at 9am.
 - h. Give them a pep talk about the importance of doing a good job
7. The Monday after the bi-monthly cleaning, check with the director to see that all went well. If any toys have not been brought back, follow up with the families.
8. If an emergency cleaning needs to be scheduled, as directed by the President, email all families to notify them of time and date of cleaning and ask for assistance.

Signature of agreeing to duties outlined above, and receipt of binder and jump drive:

Name Printed _____

Parent Signature _____ Date _____