

Vital information if you have a teen with a cleaning job at Explorers!!

Last semester, I noticed that teen jobs were not being completed as assigned. Some teens, many adults, and supervisors were staying late to finish jobs left unfinished or neglected completely. This is not okay. We are a coop and our students need to understand it is their responsibility to ensure their job is completed. With that in mind, I thought it might be good to remind everyone of the expectations and requirements.

Expectations for All Teens

It is your job to know your job. If you do not understand something or can not find supplies...ask your supervisor. "I didn't know..., I couldn't find..." will not be accepted.

It is your job to get your job checked. Before you leave or go talk with friends, go to your supervisor and patiently wait for them to check your assigned area. You may leave when they say you can leave.

It is your job to get your job done. EVEN IF YOU ARE ABSENT. You have friends, text them and ask them to do your job and all that it entails. Offer to do their job the following week (or pay them in some other valuable format).

It is your job to help with other jobs. This means many things. When you are cleared to leave, leave. Stay out of the way of others completing their jobs (especially by the front door). If someone asks for help, help them (many of you are VERY good at this, thank you). If you see something that needs to be done and your parent is not leaving yet, do it. Go ask a supervisor what still needs to be done. We are a COOP we cooperate with each other to make a big job small.

At the end of the day, many of you like to hang out upstairs by the doors. This makes it difficult for the people vacuuming to get their job done especially when you are tracking in dirt and/or salt or eating and leaving crumbs. Please take your things to your car and get moving out of the building as soon as possible. Be mindful of the people still completing their jobs and help them out.

Now that you know the expectation, find your assigned job below and learn the requirements.

Requirements for Each Job

AM Set Up Team

You will need to arrive at Explorers by 8:35. Meet in room 2 and take the things from the closet to the hospitality room and kitchen. There will be an adult removing the items you need from the closet. Learn where things go on the long skinny tables along the wall and place them there. Place all kitchen items in kitchen, including snack bar totes.

One or two people will need to take the room signs that are located in the mail bin and using stick tac, place them by each door. Make sure to make the stick tac into a ball before pushing it onto the wall. Use only white stick tac.

In the hospitality room, place two shorter skinny tables along far wall for the treasurers. The round table in that area will need to be moved a little.

Lunch Set Up

Lunch set up is to be done during 2nd or 3rd hour. Your team leader will let you know. You will either have a private lesson or study hall. Please work out a time with your supervisor and co-worker(s) to meet and complete the job or divide it between you. You will need to set up 8- 9 round tables with eight chairs around each one. Set up 3 long tables, 2 for pizza and 1 for the snacks. Carefully roll divider walls to separate lunch room from activity area.

Lunch Clean Up

Lunch clean up begins at 12:35 (unless your supervisors determines you need more time). Lunch room job includes wiping down all tables, and putting them away, stacking chairs on rollers no more than 8 high, sweeping the floor, taking garbage out and replacing bags.

If you are assigned to clean the **high school lunch room**, wipe down tables and white board, place them as shown in diagram, push chairs in, take garbage to dumpster, and replace bag.

Cleaning Rooms

Cleaning supplies are in blue buckets placed throughout hallways. Vacuums are located in the hospitality room or being used. Be patient. There should be a picture of what the room should look like. If you can't find it, ask a supervisor. Arrange the room to look like the picture (tables in proper direction, chairs stacked). Wipe down tables and white boards with spray cleaner (do not use too much). Make sure floor is free of all debris. If this requires vacuuming, find a vacuum and do it. If you can simply pick up the trash do so, vacuums are limited. Tie up trash bag and set it outside door. Replace bag. Remember; do not leave until your supervisor allows you to. When your room is cleared by your supervisor, turn off the light and shut the door.

Vacuums Downstairs

Some of you are assigned vacuuming because you have a private lesson one half of 6th hour or you have study hall. The intention is for you to start your job before class is over. Vacuums are limited; being able to get some areas completed early is very helpful. Areas to be vacuumed have been divided into sections; HA, HB, & HC are downstairs. You will be shown where to stop and start.

Vacuums Upstairs

The large push vacuum is in the gym closet. Use it for large open areas. Go slowly making sure you are getting everything. A small vacuum is in the janitor's closet between the bathrooms. Use it for the edges of the large area and under tables and chairs. Please make sure all chairs are placed neatly back under tables. If you are vacuuming by the front door, please do the rug area at the very end of the day. It gets dirty while people take things out to cars. Make sure rugs at the door are clean and straight. During the winter season, salt gets tracked in at the door, take time to vacuum this well. Areas to be vacuumed have been divided into sections; H1 & H2 are upstairs. You will be shown where to stop and start.

Cleaning the Gym

Place all balls and equipment in the large wire bin inside the double door closet. Clean up any trash. Place any soda cans in bin by soda machine. Sweep any areas of the floor that need it. Check all trashcans, if any were missed at lunch clean up, remove bag and take to dumpster. Replace the bag. New bags are located behind the door in the janitor's closet between the bathrooms.

Hospitality Room

This job is big so you will have a large team.

Closet Runners, you are responsible for quickly taking all Explorers' items to the closet (Rm 2) where the Closet Organizer will put them away. These items include white boards, all equipment on and under the long narrow tables, and lost and found.

If you have been assigned HR Vacuuming, partner up. One person will move all chairs to get underneath tables and place everything back in an orderly fashion while the other runs the vacuum.

One of you will be assigned to collect all 9 of the blue cleaning buckets and take them to the black tote in the closet. Do not forget the ones upstairs. Be patient, the cleaning people have to finish using them before you can put them away.

One of you will be a "lead". You are expected to know what needs to be done or what is getting missed. You will work alongside your team leading them to greatness (or at least cleanliness)!

Closet Organizer

You are responsible for placing Explorers items back into the closet at the end of the day. This job is a little bit of a puzzle so it can be fun. Be mindful of things that do not go in the closet. These are things such as old art projects, free or for sale items, and macaroni & cheese.

Bathrooms

Please flush any unflushed toilets, pick up all paper from floors, and wipe down countertops. Using paper towel press garbage down in trash bins. You do not need to remove trash.

Trash Collection

If you are on trash collection, find a large gray trash can on wheels (usually in the gym) and take it around your designated area collecting trash bags outside of rooms/kitchen. Do not rush or the teens cleaning the rooms will not have the trash out for you. After collecting all trash, take it to the dumpster by the outside gym door. After emptying your trash can, replace the bag. New bags are located behind the door in the janitor's closet between the bathrooms. There will be a person assigned to the upstairs and a person assigned to the downstairs. Feel free to work together. This is especially helpful when getting trash into the outside dumpster.

Downstairs Kitchen

Turn off coffee warming plates and large hot water pot if it is not already done. Dump out used coffee filter if present and rinse out filter holder. Carefully dump any leftover coffee (rinse the coffee carafes out) and hot water down the sink. If you are uncomfortable dumping the large hot water, an adult will do it for you. Put everything away. Some items go in our cabinet near the door some get packed in a tote and taken to the closet. You will be trained what goes where. Take the tote and the box with the water heater in it to the closet. Wipe down counters and sink. Take out trash and replace the bag.

Collect Room Signs

Pick up the room sign folder from the back of the mailbox and using the map provided; collect all room signs making sure the stick tac stays on the sign not the wall. Place all room signs in folder and put it back in the mailbox.