

HOUSEKEEPING CO-ORDINATOR – DUTIES AND RESPONSIBILITIES

As part of our agreement with the City of St. Albert for our use of the Guild space, it is our responsibility to ensure that it is maintained in a safe and clean condition. It is necessary for the Housekeeping Coordinator to:

- 1] Organize semi-annual cleaning bees of studio area;
 - A] announce bee at September meeting
 - B] Have sign-up sheet with areas to be cleaned ready for October meeting.
 - C] Explain tasks and responsibilities during October meeting.
 - D] Encourage tasks be done within an allotted time.
- 2] Send out a reminder email to non-attendees at October meeting, to please choose and sign-up for a cleaning task.
- 3] If tasks not initialed/completed by November meeting, give a last reminder.
- 4] Remove sign-up sheet at the end of November and record members who have completed tasks.
- 5] Also circulate ONGOING HOUSEKEEPING LIST at October and November meeting, for members to adopt a small area of the guild space, and keep it relatively clean for the balance of the year.
- 6] Solicit extra assistance if required for noticeably unclean areas.