



**8.3. Housekeeping.** The physical appearance of Mt. Rainier Pool facilities and work areas are an important aspect of our public image. Housekeeping is everyone’s responsibility. Employees who see equipment piled up in work spaces, garbage or misplaced items are expected to dispose of it or return it to the proper area. Work areas should be as neat and tidy as possible at all times.

**8.3.1.** Staff, no matter what time their shift, are expected to thoroughly clean at least one or more area in the facility during their shift. These tasks should be done during a “down” or before ending a shift. Shift supervisors are available to assist staff in finding areas to clean and the appropriate tools to complete the task.

**8.3.2.** Tasks that should be attended to daily include:

- (a).** Bathrooms - Toilets cleaned, hair wiped from sinks and drains, debris swept away, mirrors and other surfaces cleaned, trash cans emptied and wiped down; paper products and soap dispensers reloaded.
- (b).** Changing areas – Personal items removed from benches and turned in to front desk/lost-and-found, debris removed from floors, curtains in good condition or replaced immediately, trash cans emptied and wiped down.
- (c).** Staff room – Debris cleared from floor, food and personal items cleared and put away, laundry in washer/dryer or folded and put away – never dumped on the floor and left for others to pick up, equipment and supply boxes put away immediately upon completion of the task, nothing piled up and impeding the workspaces, trash cans emptied and wiped down.
- (d).** Natatorium/Pool Deck – Towels & bathing suits or other personal items removed, debris cleared from floor, equipment put away, nothing piled up and impeding the workspace, trash cans and recycle bins emptied and wiped down.
- (e).** Front desk area – Towels & bathing suits and other personal items removed, debris cleared from floor, equipment put in proper places, nothing piled up and impeding the workspace, trash cans and recycle bins emptied and wiped down.
- (f).** Lobby – Glass doors cleaned and debris swept from the floor.

**8.3.3.** Closing staff are expected to walk through every part of the facility to ensure that all areas have been thoroughly cleaned at least once during the shift. Debris should be cleaned, trash cans should be emptied, lost-and-found articles should be cleaned and available to patrons for inspection. Closing staff who find areas or tasks that have not been attended to during the day should report this to the shift supervisor.



- 8.3.4.** Opening staff are expected to walk through every part of the facility to ensure that all areas are neat and clean. Opening staff who find tasks left undone from the previous day should report this to the shift supervisor.
- 8.3.5.** These cleaning tasks are the responsibility of every employee. Failure to fulfill this portion of the job duties will be grounds for disciplinary action, up to and including termination.