

PTA CARNIVAL / FESTIVAL CUSTODIAL RENTAL DUTIES

1. Arrive promptly and on time.
2. Unlock appropriate entrances.
3. Make certain that the on-site administrator or event coordinator in charge of the event knows your location at all times. Make yourself available to assist or help for the duration of the event.
4. Only one custodian shall take a break at a time. Always have one custodian working and available during the event. Breaks will be taken in the custodial office and are limited to 15 minutes for every two hours worked.
5. Assist with any setup or preparation needed. Help locate tables / chairs needed for the event.
6. Place trash containers in all areas being used inside and outside. Periodically empty trash and change trash liners as needed.
7. Police all areas and restrooms that are being used throughout the event.
8. Police outside grounds being used for the event and pick up trash as needed.
9. Keep entrances, windows, and sidewalks clean throughout the event.
10. Assist in returning tables and chairs to their appropriate location. Prepare the building for the next day activities.
11. Make sure all persons have vacated the building at the end of the event. Check and secure all doors and set alarm.

WHEN ADDITIONAL TIME IS AVAILABLE

12. Dust administrative suites/offices.