

Staff Lounge Clean-Up

September-5th Grade

October-4th Grade

November- Specialists

December- Special Ed, ELL, Title

January- Kindergarten

February- 1st Grade

March- 2nd Grade

April-3rd Grade

May/June-Educational Assistants

Responsibilities:

- Wipe down tables daily
- Ensure that the sinks are free from dirty dishes; take the dirty dishes to the kitchen so they can be washed/sanitized
- Put away clean dishes
- Inform the office if supplies are needed
- Wipe out the microwaves
- Discard “freebies” after two weeks

Note: Everyone is responsible for their own mess and dirty dishes. If we all clean up after ourselves, this job will be simple.