

CLEANING BEE COORDINATOR

(1 Full year positions – September to May)

Once a month a group of six (6) parents will attend their schedule cleaning bee times. (Parents are invited to assign themselves preferred month at the beginning of the school year, at the AGM. **Those who have assigned themselves (or a substitute) will be responsible for attending the cleaning bee.**

Each cleaning bee member must attend three (2) separate sessions, which takes place during the school year. (Attendance at the cleaning bees is very important. If a Cleaning Bee Committee member cannot attend the cleaning bee, an alternate parent/friend/relative must take his or her place. As another alternative he/she can switch with another committee member as the members are responsible to do so and must advise the cleaning bee coordinator). *Failure to attend a cleaning bee will automatically result in the cashing of the individual's duty roster cheque. Failure to attend a subsequent cleaning bee will jeopardize the student's registration in the playschool.*******

Cleaning standards affect our license. Heavy cleaning, not generally done by our daily-sharing parents, is completed at cleaning bees. Sample tasks include washing toys, floors, shelves, chairs, windows and walls. The Cleaning Bee Coordinator has a complete list of tasks.

- Prepares an 8 month sign up sheet and has it available at the September AGM, so that cleaning bee members have a chance to select their cleaning months.
- Contacts any cleaning bee member who did not sign up for two shifts and informs them of remaining choices.
- Before each cleaning bee, calls each member for that month and reminds them of the date and time.
- Informs Shelly Stevens of the Riverbend Community League that the cleaning bee members will be entering the Community League building in off hours.
- Puts a reminder in each monthly newsletter.
- Canvasses playschool members for a rug-shampooing machine periodically – Coordinate with teachers. If a machine cannot be borrowed, the cleaning bee coordinator arranges to rent a machine for those months.
- Arranges to get the playschool/community league building keys from the President before the cleaning date and return them to the President after the cleaning date.
- Meets with the teachers before each cleaning bee to decide which items must be cleaned.
- Prepares a list of items to be cleaned and brings the list to each cleaning bee.
- Checks for cleaning supplies in the playschool and requests supplies to be purchased before the cleaning bee if necessary.
- Ensures that cleaning supplies, buckets and towels are available at the time of the clean. Check supply cupboard.
- Attends all of the cleaning bee sessions for approximately 30 minutes to establish that everyone understands the cleaning jobs and that everyone is in attendance. Coordinator calls any absent cleaning bee member.
- If you require entry into the playschool after hours, you must advise Shelly Stevens, the Riverbend Community League Executive Assistant (437-7108).
- As a member of the Riverbend Playschool Society, attend the Annual General Meeting held in May to vote on legal matters such as the election of executive members and any amendments to the Society's bylaws.

Position reviewed February 1, 2007

Position amended August 25, 2010