

## **RCL Branch 594 Policies and Procedures**

### **Duties of the Custodian RCL Branch 594 (Tab 19)**

#### **General**

1. The Custodian is hired on a part-time basis, working most days for a period of around 4 hours. The Custodian works directly for the First Vice President of Branch 594 and is responsible to the President and Executive in the completion of the duties assigned.

#### **Cleaning Responsibilities**

2. These are the cleaning duties of the Custodian:
- a. thorough sweeping and mopping of all floors in the Branch, including the kitchen;
  - b. when ordered, strip and wax floors in the office a couple of times per year;
  - c. thoroughly clean all washrooms and sanitize toilettes;
  - d. replace toilette paper and paper towels in the bathrooms;
  - e. empty all garbage cans and replace all the garbage bags in each garbage container;
  - f. clean the entrance door windows on each shift and clean all the door handles;
  - g. a couple of times per year, when requested, clean the outside windows;
  - h. clean the Executive Branch offices once per week;
  - i. as required, clean off the tables and chairs in the lounge and in Halls A & B;
  - j. as requested, set up tables and chairs for the lounge and Halls A & B for the next day functions;
  - k. as requested, take down tables and chairs for the next day activities;
  - l. if requested, for special occasions or for higher levels of sanitation, perform extra duties for cleaning the interior of the building;
  - m. ensure that Patios have been cleaned by the Bar Stewards and that no garbage is left outside;
  - n. when it is necessary to order cleaning materials, bathroom items, etc., ensure that a list is made and handed into the office for the attention of the bookkeeper to order;
  - o. if cleaning equipment needs to be fixed, or the cleaner identifies something that is broken, tag the item(s) and hand in a report to the office for the attention of the bookkeeper to arrange for the item(s) to be repaired or replaced; and

- p. any other tasks that may be assigned by the President, First Vice President, or a member of the Executive on behalf of the President.

**Prepared by: Morris Brause, First Vice President**

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