

Work Duty Schedule

Week/Work Duty	Kitchen	Toilet (M/F)	Shower Room (M/F)	Garbage/Recycle	Classroom	Guest Speaker Hospitality/Snack
Week 1	Stella	Addison/Ayana	Leo/Asha	Keita	Azumi	Amelia
Week 2	Leo	Keita/Stella	Addison/Azumi	Asha	Amelia	Ayana
Week 3	Azumi	Leo/Asha	Keita/Amelia	Ayana	Stella	Addison
Week 4	Keita	Addison/Amelia	Leo/Ayana	Azumi	Asha	Stella
Week 5	Ayana	Keita/Azumi	Addison/Stella	Amelia	Leo	Asha
Week 6	Amelia	Leo/Ayana	Keita/Asha	Stella	Addison	Azumi
Week 7	Asha	Addison/Stella	Leo/Azumi	Ayana	Keita	Amelia
Week 8	Stella	Keita/Asha	Addison/Amelia	Azumi	Ayana	Leo
Week 9	Addison	Leo/Amelia	Keita/Ayana	Asha	Azumi	Stella
Week 10	Ayana	Addison/Azumi	Leo/Asha	Stella	Amelia	Keita
Week 11	Azumi	Keita/Ayana	Addison/Stella	Leo	Asha	Amelia
Week 12	Amelia	Leo/Stella	Keita/Azumi	Addison	Ayana	Asha

Kitchen:

Wipe down tables and counters
 Sweep/Vacuum the floor
 Put away dry dishes
 Clean/Wipe the fridge (once a week)

Bathroom:

Clean toilets
 Check paper towels, if empty replace it
 Check trash, if full take out the trash
 Check toilet paper, if empty replace it

Shower room:

Clean the Shower, (floors, bathtub, & shelves)
 Wipe the top of the shelves
 Check trash, if full take out the trash
 Sweep floor

Trash:

Take trash from the trashcan in the hallway
 Take full trash out to the dumpster, and replace with new bag

Classroom:

Wipe down tables
 Sweep/Vacuum floor

Guest speaker hospitality/Snack cleanup:

Offer guest speaker coffee, water, a snack etc
 After class wipe snack table, and throw away any trash