

SCOPE OF WORK

Days and Hours:

Thursday through Sunday

11pm to 7am

Additional Days of service may be required due to Special Events which will be billable.

Basic Daily Work Activities (the below duties are to be completed daily)

Empty all trash cans and take all event trash out to Dumpster

Clean all restrooms, toilets, counters, glass, stainless, mop and sanitize floors

Clean Kitchen sinks, empty and clean warming ovens and refrigerators (unless marked keep), polish all stainless, sweep, mop and sanitize floors

Clean 2nd floor catering room, including Bar area

Sweep and mop all hall way floors and staircase

Clean and polish glass entry doors

Polish elevator doors and stainless trash cans

Event Clean Up Activities, 1st floor (all events are over by midnight)

Assist in taking all event trash out to dumpster

Pick up all trash on the hall floors

Clean / sanitize all tables

Stack chairs and return to storage areas

Fold and move to storage all folding tables

Vacuum floor

Event Clean Up Activities, 2nd floor Terrace (all events are over by midnight)

Assist in taking all event trash out to dumpster

Pick up all trash on the terrace, behind the Bar and in the catering room

Clean/polish all stainless counters / sinks

Clean / sanitize all tables

Place chairs back around tables

Fold and move to storage all folding tables

Spot mop floor spills, stains

Sweep and sanitize catering room floor

Wipe off all tables and chairs

Pre-event Set up,

If one of the halls needs to be set up for an early morning event an Event Center Supervisor will review the layout prior to their leaving at 11:30pm. The Night Porters will be responsible for setting up all tables and chairs but not do anything with the stage or dance floor.