

POSITION: **Food Court Cleaning Crew**

DEPARTMENT: Temporary Grounds Maintenance Staff (Non-Trade)

LOCATION: Clark County Fair Grounds

DESCRIPTION: Individuals assigned to this position will be required to clean a variety of surfaces where guests will be served and consume food and beverages in or around commercial food service facilities and public areas located on the Clark County Fair Grounds. Duties will require individuals to spend extended periods of time standing, walking, bending and lifting. Cleaning responsibilities will include but not be limited to the floors, grounds, counter tops, picnic tables, benches and chairs at these various locations. Individuals will be expected to use common household cleaners and chemicals. They will be required to use mops, brooms, cloths and other common cleaning equipment. They will be required to use mops, brooms, cloths and other common cleaning equipment. They will never be required to clean up any type of body fluids, or bio-hazards. Individuals working in this position will be trained to recognize different type of body fluids/bio-hazards and the communication process to contact a team specifically trained to clean up bio-hazards.

POSSIBLE RISKS/HAZARDS ASSOCIATED WITH THIS POSITION:

- ❖ Slips, trips or falls from wet surfaces or uneven floor or ground surfaces.
- ❖ Splashes from cleaning chemicals or liquids.
- ❖ Cuts from sharp objects such as razor blades, needles, or other discarded items in rest room trash receptacles or left on counter surfaces.
- ❖ Back injuries from improperly lifting.

POSSIBLE SAFEGUARDS FROM RISKS OR HAZARDS

- ✓ Never attempt to clean up body fluids such as blood, vomit, or any other bio-hazard. Secure the area, and then contact a supervisor. If necessary to leave the area for contact, have one person remain to secure the area.
- ✓ Always be aware of your surroundings. Use caution when working on uneven surfaces or in wet locations.
- ✓ If necessary to compact garbage, always use a compactor tool supplied by the supervisor. Never place your hands into a trash can liner or garbage can. Keep filled trash can liners from contacting your legs or any part of your body. This will prevent cuts or needle sticks from foreign objects.
- ✓ It is recommended that employees always wear substantial gloves provided by the Clark County Fair for these tasks.
- ✓ Never pick up a suspect/suspicious container that may contain chemicals or substances you are unfamiliar with. If in doubt, contact a supervisor immediately.
- ✓ Use personal protective equipment such as goggles, face shields, gloves and aprons when needed or called for by a specific task or product warning.

- ✓ Always use proper lifting techniques and team lifting when necessary.

JOB GUIDE

General rules for all positions and assignments:

- ❖ No temporary employee will be allowed in any location where commercial vendors or exhibitors are located until that location or area is open to the general public.
- ❖ Exceptions if needed will be determined by the Clark County Fair Staff or management only.

Specific rules for all positions and assignments:

1. Employees will check in at the Maintenance Dispatch Office prior to start of assigned shift. Employees are requested to report at least 15 minutes prior to start of shift.
2. Employees who need a day off, other than for an emergency are required to make that request two (2) days in advance. Day off requests on week-ends will generally not be granted. Exceptions will be considered on a case by case basis.
3. Any employee who is unable to report for a shift must call the Maintenance Office and let the supervisor or office staff know as soon as possible. If for an extended period of time, it may be necessary to hire a replacement worker.
4. Prior to beginning the shift, supervisors will ensure that employees are in possession of their employee ID badge; that it is properly displayed; that each employee is appropriately dressed; understands all job assignments and requirements; is assigned to a team; and knows where and when designated break and lunch periods are. Each employee will be given the opportunity to ask questions and have a clear understanding of all instructions.
5. Supervisors will assign work areas; give appropriate safety briefings; and make sure all employees have all necessary supplies and equipment to perform their assigned tasks.
6. All equipment assigned to employees will be inspected prior to equipment check-out for condition and serviceability. It will be re-inspected when returned and must be in the same condition as when assigned. If equipment is deliberately damaged or it is determined lost due to employee negligence, that employee may be required to pay for the lost or damaged equipment.
7. Supervisors will ensure that all employees are given instructions on how, when and where to report injuries and/or seek medical assistance if required.
8. Supervisors will ensure that all employees know the correct procedures for identifying and reporting any job hazards or safety concerns in a timely manner.
9. Each employee will be directed to their assigned area by their supervisor. Supervisors will determine if an employee will require any personal protective equipment and issue it as required.

10. It is the supervisor's responsibility to ensure that all employees are treated in a courteous respectful manner. This includes employee to employee; supervisor/manager to employee; employee to supervisor; employee to fair guests; and fair guests to employee.
11. After review and investigation by management, any employee involved in inappropriate actions or behavior will be subject to dismissal.
12. After reporting to assigned area, the employee will ensure that their assigned restrooms are cleaned and will conduct continuous rounds throughout the shift of your area as instructed by supervisor.
13. At the end of an assigned shift, employees will clock out through the Maintenance Dispatch Office.
14. Any employee having difficulties or grievances related to the job, their assignment, or another employee should immediately report it to their supervisor. If for any reason, an employee is uncomfortable doing that, contact the Grounds Operation Manager or the Clark County Fair Executive Director for action. This can be done at any time by requesting to see or speak with that individual without fear of any form of reprisal. If you seek to report anonymously, you may call the Grounds Operation Manager at (360)397-6180 extension 3470 or the Clark County Fair Executive Director at (360)397-6180.