

Lake County Duplicate Bridge Clubs, Inc.

510 W. Key Ave., Eustis, FL 32726 • 352.589.9589

Bridge Club Housekeeping Job Description

General Cleaning

Every two weeks

1. Clean all small white tables
2. Clean score sheet table
3. Clean pencil sharpener
4. Dust book shelves
5. Dust window sills
6. Vacuum all carpets
7. Check cleaning supplies and request refills as required

Every four weeks

1. Wipe table covers
2. Wipe chair seats and arms

Every eight weeks

1. Dust around exit signs and ceiling
2. Dust window shades and shake drapes

Bath Rooms

Every two weeks

1. Clean mirrors with Windex
2. Mop both bathroom floors with Pine Sol
3. Clean stools, seats, urinals, counter tops, thoroughly with cleaning materials
4. Re-supply bathrooms with paper towels and toilet paper as needed
5. Empty waste baskets as needed
6. Refill soap dispensers as needed
7. Spray Lysol on stools and urinals

Kitchen Area

Every two weeks

1. Clean microwaves
2. Wipe down stove and refrigerators (including tops)
3. Wipe down cabinets
4. Wash and rinse coffee pots as needed
5. Wash sink, counter tops and table tops
6. Empty waste baskets as needed
7. Mop floor (using Pine Sol) including A/C room, Supply room and Entry way

