

## **OUTSIDE PORTA POTTY RESTOCKING & GARBAGE COLLECTION**

At the beginning of your shift, please go to the Peoria FC United office to sign the check-in sheet and receive golf cart key.

### **VERY IMPORTANT:**

- **PLACE ALL FULL GARBAGE BAGS IN THE PARK DISTRICT DUMPSTER (NEAR THE EXIT) FIRST, UNTIL IT IS FULL.**
- **AVOID USING THE DUMPSTER BY THE FC PEORIA GARAGE UNLESS THE PARK DISTRICT DUMPSTER IS OVERFLOWING.**

### **Responsibilities:**

- Use labeled golf cart to empty ALL garbage cans around all fields being used for tournament games.
- Restock toilet paper in ALL porta potties.
- Sealed bin on the golf cart contains trash bags and additional toilet paper rolls.
- To ensure trash liners don't fill up with water (making it hard to lift out of can) cut a small slit in the bottom of the trash liner.
- Tie a knot in the liner if needed to secure around trash bin.
- Dispose of any trash bags that are sitting near the back deck and along the front entrance.
- Mark any porta potty "Out of Order" with sign from the sealed bin if at full capacity before cleaning.
- Before your round ends, refill the golf cart bin with additional toilet paper rolls and trash bags.
- Additional trash bags, toilet paper, paper towels, and cleaning supplies are located in the Peoria FC United back office closet. Mops, brooms, and cleaning cart are located in the closet to the left of the men's restroom. Cleaning closet door code is 6155.

At the end of your shift, please proceed to the Peoria FC United office to sign-out and return golf cart key.