

**Agenda**  
**Bayshore Gardens Park & Recreation District**  
**Personnel & Salaries Committee Meeting**  
**Wednesday; November 3, 2021 at 7 P.M.**

1. Roll Call
2. Maintenance Duties
3. Additional Items as Needed

**Pursuant to Section 286.26, Florida Statutes, and the Americans with Disabilities Act, any handicapped person desiring to attend this meeting should contact the District Manager at least 48 hours in advance of meeting to ensure that adequate accommodations are provided for access to the meeting.**

**Pursuant to Section 286.0105, Florida Statutes, should any person wish to appeal a decision of the Board with respect to any matter considered at this meeting, he or she will need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is based.**

Bayshore Gardens Park and Recreation Tax District  
Maintenance Technician Job Description  
(continued)

The following duty examples can be shared with the part time technician.

**Monday, Wednesday, Friday, Saturday, and Sunday.** Clean up debris that has washed up on the beach.

**Monday and Thursday.** Check playground and rake mulch to maintain an even play area.

**Mondays-** Clean and restock all exterior restrooms. Sweep breezeway as needed. Back porch entrance way should be blown and swept. Clean all ashtrays. Make sure dumpster's doors are left propped open for pickup. Move picnic tables back to proper area. Empty all trash cans. Pick up all debris around park, marina and beach area.

**Tuesdays -** Clean all exterior bathrooms. Clean ashtrays and front entrance area.

**Wednesdays -** Clean and restock all exterior bathrooms. Clean as needed ashtrays and front entrance area.

**Thursdays-** Clean and restock all exterior bathrooms. Clean ashtrays and front entrance area as needed. Remove spider webs and wasps nests from all areas. Pick up all trash. Clean back porch entrance area.

**Friday-** Clean and restock as needed all exterior bathrooms. Clean as needed all ashtrays and front entrance area.

**BEFORE AND AFTER EVENT IN HALL AND SCREEN ROOM**

Hall floors cleaned and polished. All tables to be cleaned before event and after event. All tables in back porch area must be cleaned and floor swept out. All bathrooms in Hall and Screen room cleaned and restocked.

**Ashtrays:**

- o No butts should be in any ashtray, front, back or by porch at the end of your shift.
- o As sand needs replacing, do it. We are a public facility and need to keep this area clean.

**Bathroom Cleaning Procedure:**

- o Clean sinks
- o Clean toilets
- o Clean mirrors
- o Wipe down all shelves
- o Restock toilet paper, paper towels, soap.
- o Empty all trash containers, clean if necessary
- o Sweep or vacuum floors to get up all debris before mopping
- o Mop floors

**Kitchen Cleaning Procedure:**

- Ice machine must be checked weekly for mold buildup. Clean as necessary
- Kitchen floor must be swept daily and mopped every Monday and Friday. Food Cart must be wiped clean after every use.
- Main cooler must be kept clean
  - Discard spoiled food
  - Wipe out weekly
  - If in question about any food or drink in cooler, ask in office before taking or throwing away.
- The kitchen is part of the hall and as such is also rented to public. It must be clean and sanitary at all times.
- If ants or bugs are present, use proper chemical elimination of them.

**Hall cleaning procedure:**

- Floor **must** be maintained at all times
- Sweep or dust mop floor Monday and Thursday to clean up any and all debris
- Floor must be mopped with hot water every Monday and Thursday. Do not leave water on floor. It must be mopped up and not left to puddle. Squeegee if necessary.
- All window sills and counters are to be wiped down weekly.
- All trash cans must be emptied at least every Monday & Friday.
- All mats must be vacuumed as necessary

**Tables and chairs in hall maintenance:**

- All tables must be wiped down before they are stored.
- All tables & chairs must be checked to be sure they have rubber covers on feet. This is a constant duty. If they do not, replace the rubber covers or remove them from hall until you do replace them as they will scratch the floor.

**Board Room cleaning procedure:**

- This room should be cleaned once a week.
- Sweep or vacuum floor
- Wipe down tables
- Mop at least once a month on a regular basis
- Wipe down windowsills
- All trash must be removed immediately

**WEEKLY**

- Weed under stored trailers
- Mow and weed whack around lift station
- Cut and chemical treat weeds and invasive plants from beach to marina
- Clean up sand and debris from around woodshop
- Clean up hill at end of drive to beach.
- In season mow ballfield once weekly

### **WEEKLY/AS NEEDED**

- Mowing grounds
- Trimming all bushes as needed
- Maintain areas that are professionally trimmed. (spray weeds, and invasive plants, clean up washed in debris at beach)
- Weed mulched areas replace mulch as needed.

### **MONTHLY/AS NEEDED**

- Clean out all drains north of the Marina
- Clean out catch basins between buildings (Woodchoppers)
- Inspect seawall and make sure sand is not running down into marina
- Check all ladders in marina for safety and make sure they are hung securely.
- Check end of beach road for holes and fill with shell when necessary
- Check speed bumps and concrete wheel stops , paint as needed
- Clean EPA drain at the Boat Ramp
- Spray weeds in all shell areas
- Paint trim on woodshop and maintenance building as needed.
- Make sure EPA Drain system is working and basins are clear of debris
- Check clay on baseball diamond and replace as necessary.
- Set up hall per floor plan for all events and Board of Trustee meetings and committee meetings.

### **BEFORE AND AFTER STORM**

- Pick up any items that could blow around and secure inside of maintenance building
- Remove fence coverings at the pool and put in pool storage room
- Put all chairs and tables inside of the restrooms at the pool
- Store all pool equipment inside storage room at the pool.

Approved pages 32 thru 33a \_\_\_\_\_

Revised \_\_\_\_\_

BAYSHORE GARDENS MAINTENANCE CHECK LIST  
WEEKLY/MONTH

One form per month

JOB	Date	Initials	Date	Initials	Date	Initials
Weeds cleared under stored trailers						
Mowed and weed wacked around lift station						
Cut and chemicaly treat all invasive plants from beach to marina						
Clean up sand around woodshop						
Clean up hill at end of drive to beach						
In season, mow ballfield once a week						

**WEEKLY/AS NEEDED**

Mowing grounds						
Trimming all bushes as needed						
Maintain areas that are professionally trimmed. (Spray weeds, and invasive plants, clean up washed in debris at beach.						
Weed mulched areas replace mulch as needed.						

**MONTHLY/AS NEEDED**

Clean out catch basin at WoodChoppers						
Clean out all drains north of marina						
Inspect seawall and make sure sand is not running into marina						
Make sure ladders in marina are hung						
Check end of beach road for holes and fill with shell						
Paint Speed bumps and stop bars as needed						
Clean drain at Boat Ramp						
Spray Weeds in all shell areas						
Paint trim on woodshop and buildings as needed						
Make sue EPA drain system is working						
Check clay on baseball diamond add when needed						
BOARD APPROVED _____						