

Dumpster Workflow:

1. Morning Shift (6:00 AM - 8:00 AM):

- The supervisor arrives and unlocks the gate.
- Supporting staff checks the dumpster area for any obstacles or safety hazards.
- Supporting staff ensures the dumpster is accessible for the trash truck.

2. Regular Shift (8:00 AM - 4:00 PM):

- Assigned personnel check the gate and ensure it stays open for the trash truck's scheduled arrival.
- Supporting staff conducts periodic checks to ensure the dumpster area still is clear and accessible.
- Assigned personnel check the gate and ensure it is closed once the trash truck's scheduled pickup is complete.

3. Backup Personnel (7:00 AM - 4:00 PM):

- Backup personnel are appointed to cover in case the assigned personnel are unavailable or need help.
- Backup personnel coordinate with the supervisor or assigned personnel to ensure the gate still is open for the trash truck's arrival and the gate is closed once pick up is complete.
- Backup personnel assist with any unforeseen issues or emergencies that may arise.
- Supporting staff conducts a final check of the dumpster area to ensure it is ready for the next day's operations.
- The supervisor confirms the gate is securely locked at the end of the day.

Personnel Backup Schedule:

Monday:

- Assigned Personnel: David W.
- Backup Personnel: Brandy
- Backup Personnel: Tyler

Wednesday:

- Assigned Personnel: David W.
- Backup Personnel: Brandy
- Backup Personnel: Tyler

Thursday:

- Assigned Personnel: David W.
- Backup Personnel: Brandy
- Backup Personnel: Tyler

Friday:

- Assigned Personnel: David W.
- Backup Personnel: Brandy
- Backup Personnel: Tyler

Notes:

- Assigned personnel should open the gate approximately 30 minutes before the trash truck's scheduled arrival time to ensure the gate is open on time.
- Supporting personnel are to be notified in advance, by individuals and their respective managers, if any of the responsible personnel are not available to perform their respective duties.
- Regular communication between assigned and backup personnel, as well as with the supervisor, is essential to ensure smooth operations and address any issues promptly.
- All vendor-related issues will be sent to and managed by Stephanie with Briana as her back up.
- Regular training and cross-training of personnel on emergency procedures are recommended to ensure preparedness for any situation.