

# ***Bethel Township Fire Department***

<b>GENERAL ORDER:</b> 504	<b>SECTION:</b> Operations
<b>SUBJECT:</b> Crew Duties	<b>EFFECTS:</b> All Personnel
<b>ADOPTED:</b> 02/13/2019	<b>SUPERSEDES:</b> All Previous
<b>REVISED:</b> 09/20/2020	

## **PURPOSE:**

- A. This policy establishes the guidelines for completion of daily and weekly assigned duties.

## **GENERAL ORDER:**

### A. Daily Duties

1. Daily Duties are to be completed by 08:00 hours. Daily Duties include:
  - a. Completion of assigned “truck” checks
  - b. The cleaning of all bathrooms
  - c. Restocking of station supplies
  - d. Vacuuming of carpeted areas
  - e. Emptying of “clean” dishwasher
  - f. Drying, emptying and folding of bay towels and other station laundry
  - g. Emptying of trash cans as needed\
- 2: The following duties are to be completed from 18:00-20:00 hours.
  - a. The cleaning of all bathrooms
  - b. Restocking of station supplies
  - c. Vacuuming of carpeted areas
  - d. Emptying of “clean” dishwasher
  - e. Drying, emptying and folding of bay towels and other station laundry
  - f. Emptying of trash cans as needed
- 3: Before the end of the shift:
  - a. All dishes shall be cleaned and/or put into the dishwasher and dishwasher started.

- b. Trash placed in appropriate receptacles
- c. Bedding removed from beds
- d. Any towels/linen used placed in washer and started.

#### B. Weekly Duties

1. A list of the weekly duties shall be placed in the radio room. This list shall contain the items needing to be address for that assigned day. These duties are expected to be completed before the end of the assigned shift.