

Cleaning Crew Training

Event Details:

- **Location:** [Oak + Hood](#)
- **Address:** 11347 S Macksburg RD Canby, OR 97013

Shift: June 05, 2026, from 1:00 PM to 11:00 PM

Cleaning Objective: Maintain cleanliness throughout the event. Carefully review and understand your responsibilities. Familiarize yourself with this training and the General Gala Training beforehand. For any queries, ask in the cleaning group chat.

Signing in and Out: Volunteers must sign in and out on the volunteer signup sheet. Completing the entire shift is mandatory; early departure is not permitted.

Cleaning Crew (During the Event)

The event is scheduled for June 05, 2026 from 1:00 pm to 11:00 pm. Below are the roles and responsibilities for maintaining cleanliness during the gala:

- **1 Gala Dishwashers:** Wash and dry all dishes brought in during the Gala. Priority should be given to dishes intended for reuse, such as pots required by the cooks for subsequent meals. Ensure all dishes are washed, dried, or wiped, and put away appropriately.
- **1 Gala Floating Cleaners - Restrooms:** Regularly check and clean/restock guest and volunteer bathrooms every 30 minutes as needed. Tasks include changing garbage from the floor, replacing trash bags, pickup trash on floor, and replenishing soap and toilet paper. Assist the dishwasher as necessary during bathroom checks.
- **1 Gala Floating Cleaner – Venue & Welcome Area:** Regularly walk through the venue and welcome area to pick up empty cups and debris. Every 15 minutes, check in with the welcome committee to remove empty champagne glass crates and collect any used or empty champagne glasses. Replace trash bags if full. Also assist with drying dishes as needed throughout the event.
- **Food Scraper:** Scrape dishes as they are brought to the rental dirty dish drop-off, ensuring all food residue is deposited into a 5-gallon bucket lined with a trash bag. Once full, tie up the trash bag and dispose of it in the dumpster. Stack all rented dishes back into their crates for pickup.

Additional cleaning tasks must be completed after dessert is served:

- Sweep the floors in the kitchen and ensure all trash around the gala area is removed.
- It's essential that no one leaves early. Please assist each other until all areas are cleaned up. Refer to the list of cleaning duties outlined in the general gala training that every volunteer

must contribute to. After the gala ends and cleanup begins, please gather all dirty items that need to be washed, including tablecloths and aprons. Also, collect everyone's name tags.

Rented Items:

- Large Kitchen Tent
- Dinnerware & Flatware
- Glass Wine and Water Cups
- Champagne flutes
- Linen Dinner Napkins

Important Information:

- Drinking is strictly prohibited during the event.
- All vehicles parked at the venue must be off the property by 11:00 pm.