



K.P. DESCRIPTIONS

KP Duty (Kitchen-Patrol, Kleaning Party) helps with resetting Burton 4-H Center and encourages youth and adults to leave our center better than it was found. Each group on site is assigned to a Meal KP Duty and/or Facility KP Duty. Adult leaders of the learning group are required to participate. We encourage teamwork and building life skills through this process. ***Please note, KP duty assignments will be staff or school led as pre-determined on your schedule.***

4-H STAFF LED KP DUTIES	
KP Duty	Summary of Duties Involved & Meeting Location
MEALS (BREAKFAST, LUNCH, DINNER)	Meet at Captain's Bell <ul style="list-style-type: none"> ☘ Eat first and take part in support jobs before, during, and after meal service ☘ Wipe down tables and chairs using cleaning solution and rags provided ☘ Stack chairs and sweep dining hall and front porch ☘ Take out trash and compost from meal ☘ Reset Dining Hall for next meal service
FACILITIES SWEEP	Meet at Captain's Bell <ul style="list-style-type: none"> ☘ Escorted by staff, sweep rooms/buildings used during programs ☘ Rooms/buildings include but are not limited to Biltmore Classroom + Bathrooms, Front Porch of Dining Hall + Bathrooms, A-Frame Classrooms, Recreation Hall + Stage, Main Office, etc.
BUSES CLEAN-UP	Meet at Flags (by Main Office) <ul style="list-style-type: none"> ☘ Escorted by staff, sweep and clean buses used for classes ☘ Sweep any dirt and debris off seats and out of bus ☘ Check under the seats for any left behind trash and throw out ☘ Clean the seats and windows with provided cleaning solution and rags ☘ Take any left behind personal belongings to lost and found
DATA COLLECTION	Meet inside the Front Porch of the Dining Hall <ul style="list-style-type: none"> ☘ Students will fill out and complete an <u>anonymous</u> University of Georgia/4-H survey to collect data on the before/after impacts of environmental education programs
DISSECTION CLEAN-UP	After class is over, stay at class location (typically Rec Hall or Dining Hall) <ul style="list-style-type: none"> ☘ Take part in support jobs to reset materials for next class of participants ☘ Collect and clean all tools, wipe down tables and chairs, and stack chairs ☘ Assist with throwing out trash in large brown dumpster (by yellow buses)
SCHOOL & ADULT LEADER LED KP DUTIES	
KP Duty	Summary of Duties Involved & Meeting Location
BOOT WALL ORGANIZATION	Meet at Bootwall (behind white mini/-buses) <ul style="list-style-type: none"> ☘ Hang up all boots on the boot wall, ensuring every boot has a match and all the same color (size) are together ☘ Ensure no boots are left on the ground or around campus
LITTER PATROL	Meet at Flags (by Main Office) <ul style="list-style-type: none"> ☘ With a trash bag, walk around center collecting any litter found for 15-20 minutes ☘ Make sure to cover all of property, including around dorms, parking lot, gardens, campfire ring/trail, and bleachers ☘ Throw out all trash collected inside the dumpster and/or trash cans around property ☘ Discard any plastic bottles and/or aluminum cans in a recycling bin (located next to the trash cans)

Making the best better!