Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Office use only)*

Family Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PASO ROBLES CO-OP PRESCHOOL Support Jobs 2024-25**

Please select your preferred jobs and rank them in order from 1st – 7th in the Preferences column.

*Jobs are assigned on a first-come/first-served basis to families who have complete registration packets, including the $100 registration fee.*

| ***# Preferences*** | ***Job*** | ***Description*** | ***Frequency*** | ***Reports To*** |
| --- | --- | --- | --- | --- |
|  | Art Supply Maintenance | Responsible for keeping art supplies stocked, clean, & ready to use. Keep glue containers clean and full, keep art closet, shelves & cupboards **organized** and alert Director of low supplies. | Twice per Month | Director |
| \* | Bathroom Maintenance  | Responsible for a thorough cleaning of student bathroom once per month and adult bathroom twice per month: Clean toilets, counters, sinks, mop floors. Keep cabinets clean, orderly, stocked. | Monthly+ | Director |
| \* | Back Porch Maintenance | Keep back porch (room off of kitchen) clean and tidy. Wipe down shelves, cabinets, drying rack and drawers. Keep all areas organized. Sweep & mop floor. | Monthly | Director |
| \* | Beautification: Sideyard grass/ playground | Rake rocks out of grass area. Mow & edge all grass on sideyard of school. Sweep sidewalks. Keep weeds pulled in rock playground area. |  Monthly +As needed | Director |
| \* | Beautification: Front porch & yard/Parking | Responsible for keeping front porch + area clean including light/fan, tables, rugs, stairs, sidewalks. Keep trash & weeds cleaned up in front yard, front planters, & parking area (esp. gutters). Trim vines and bushes, add bark/plants as needed. | Monthly +As needed | Director |
| \* | Beautification: Alley/ Bike riding | Responsible for keeping trash and weeds cleaned up/ pulled in alleyway from street to power pole, esp. near storage shed/trash areas. Maintain tricycle riding area. Sweep & rake as needed. | Monthly +As needed | Director |
| \* | Beautification: Garden/ Picnic tables | Responsible for keeping “Gardening area” around planter boxes & ½ barrels weed free & raked clean. Faux grass & cement pads swept & kept free of debris esp. between storage sheds. | Monthly +As needed | Director |
| \* | Classroom Maintenance (2-4s) | Responsible for dusting and cleaning/ sanitizing all surfaces; shelves, doorknobs, light switches, baseboards, tables, chairs, fan blades, etc... Remove all cobwebs.  | Monthly | 2-4s Teacher |
| \* | Classroom Maintenance (Pre-K) | Responsible for dusting and cleaning/ sanitizing all surfaces, shelves, doorknobs, light switches, baseboards, tables, chairs, fan blades, etc... Remove all cobwebs.  | Monthly | Pre-K Teacher |
| \* | Giving Tree/Supply Coordinator | Create checklist of all PRCP supplies (toilet paper, paper towels, garbage bags, dish soap, hand soap, tissues, etc.) Create intro. letter & post on Giving Tree for needed supplies. Keep Director aware of needs so requests/orders can be placed timely. | Monthly +As Needed | Director |
| \*\* | General Maintenance  |  Responsible for general repairs/ small projects around the school. Check with Director to get list and schedule repair times. | As Needed | Director |
| \*\* | Inside Windows/ Outside Windows | Wash all Inside windows, wipe down window sills & window blinds. Remove all window screens and rinse with soapy water. Wash outside windows and replace screens. | Monthly/ alternate | Director |
| \* | Kitchen Maintenance | Responsible for a good scrubbing of the kitchen: clean out & wash inside & outside of refrigerator and freezer, clean microwave & oven. Wipe down counters & cabinet fronts, scrub sink, sweep & mop floor. | Monthly +As Needed | Director |
| \*\* | Laundry/ Sewing | Take home laundry items as needed to wash/fold, return promptly, **and put away**. Sew/mend other classroom items.  | As Needed | Director |
| \* | Office Maintenance | Dust desks, shelves, office equiptment/ all surfaces. Vacuum carpet & spot clean as necessary. Empty trash, recyclables, shredder. | Monthly | Director |
|  | Play Dough Preparation  | Responsible for preparing play dough for the 1st Monday of each month Sept – May, for all classes. Clean play dough tools (left in kitchen) & put away. Recipe available. | Monthly | All Teachers |
|  | Scholastic Books Program | Responsible for handing out Scholastic Books flyers to families, collecting fees, placing orders on line, and distributing books to all classes. Keep Director updated of bonus points accumulated. | Monthly | Director |
| \* | Special Events Coordinator  | Coordinate: Pioneer Day Entry & Halloween parties (Oct.), School & Winter Program decos.(Dec.), Ed.Staff Appreciation Week (May), Year End Celebration (June), **other events/ fundraising help as needed**. | As Needed | Director |
| \* | Field Trip Coordinator | Make calls for all field trip arrangements (approx 1 per month). See Director for list/ dates. Make certain that all transportation needs are met w/ sign up sheets. Create notices for posting. | Monthly +As Needed | Director |
| \* | Teacher's Helper (2-4s) | Assist teacher by taking down art & etc. from bulletin boards & art rack. Place art into cubbies**. Keep cubbies clean and sanitized**. Put away borders & bulletin board decorations.  | Monthly | 2-4s Teacher |
| \* | Teacher’s Helper (Pre-K) | Assist teacher by taking down art & etc. from bulletin boards & art rack. Place art into cubbies**. Keep cubbies clean and sanitized**. Put away extra art supplies. | Monthly | PreK Teacher |
| \* | Inside Toy Sanitizer (2-4s) | Thoroughly wash and sanitize all toys inside each classroom per Teacher's direction. Schedule with Teacher to include all toys that need to be cleaned. | Monthly | 2-4s Teacher |
| \* | Inside Toy Sanitizer(Pre-K)  | Thoroughly wash and sanitize all toys inside each classroom per Teacher's direction. Schedule with Teacher to include all toys that need to be cleaned. | Monthly | Pre-K Teacher |
| \* | Inside Toys/Furniture Sheds #3 & #5 | Assist teachers by putting toys/ furniture away as needed in between monthly classroom changes & after sanitized**. Keep sheds organized** & swept. Also sweep concrete areas in front of sheds #3 & #4. | Monthly +As Needed | Teachers & Director |
| \* | Outside Play yard/ Structures | Thoroughly clean play structures inside and out esp. spider webs. Pull weeds & keep gravel in play yard raked to a uniform depth, but deeper at the ends of slides and under climbing structure.  | Monthly | Director |
| \* | Outside Toys - Shed | Sweep/ clean out shed and keep organized. Wash/ clean toys, dispose of broken items & notify Director for replacement. Keep balls, etc. pumped up. Sweep concrete area in front of sheds #3 & #4. | Monthly | Teachers & Director |
| \* | Office Assistant | Help in office with filing, shredding, cleaning, organizing, projects. | Monthly | Director |
| \* | Graphics/ Web Posting | Design for print: flyers/ tickets to coordinate with fundraising and other events. Post updated school events to social media | As needed | Director |
| \* | Yearbook Coordinator | Create annual yearbook. Encourage photographers & collect photos from school portraits, snapfish, parents & teachers. Yearbook to be approved by Director for printing. Ready for the last week of school. | As Needed/ for end of school year | Director |
| \* | Parent Board positions (6) | President, Vice-President, Treasurer, Secretary, Fundraiser, Parliamentarian | Monthly +As Needed | Director |