

## PASO ROBLES CO-OP PRESCHOOL Support Jobs 2026-27

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

*Jobs are assigned on a first-come/first-served basis to families who have complete registration packets, including the \$50 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 <b>organized</b> 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 kitchen) clean and tidy. Wipe down shelves, cabinets, drying rack and drawers. Keep all areas organized. Sweep & mop floor.	Monthly	Director
*	Beautification: Side yard grass/ playground	Rake rocks out of grass area. Mow & edge all grass in the side yard 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.	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 windowsills & 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, <b>and put away</b> . Sew/mend other classroom items.	As Needed	Director

# Preferences	Job	Description	Frequency	Reports To
*	Office Maintenance	Dust desks, shelves, office equipment/ 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 them away. Recipe available.	Monthly	All Teachers
	Scholastic Books Program	Responsible for handing out Scholastic Books flyers to families, collecting fees, placing orders online, 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 deco.(Dec.), Ed.Staff Appreciation Week (May), Year End Celebration (June), <b>other events/ fundraising help as needed.</b>	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/ signup 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. <b>Keep cubbies clean and sanitized.</b> 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. <b>Keep cubbies clean and sanitized.</b> 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. <b>Keep sheds organized &amp; swept.</b> 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 yearbooks. Encourage photographers & collect photos from school portraits, snap fish, 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