

## Job Cards (Revised 3/08)

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### **CLEANING JOB A (WHEN YOU HAVE BROUGHT SNACK)**

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- For snack please bring these 5 snacks that the preschoolers can prepare themselves; eggs, peanuts, bananas, apples, and oranges.
- **Arrive at 8:45am to set up snack and dishwashing area.**
- Set up cups, compost bucket, food, outside red & yellow chairs. There are additional forks, plates and OJ cups in the white cupboard so the children don't spread germs.
- Get warm water from kitchen in green bucket, put dish soap in first bin and rinse water in second; also bring extra warm water to put into the hand-washing pitcher
- Encourage children to wash their hands before preparing a snack
- Supervise preschoolers preparing snack, following images placed on wall, using appropriate trays
- Supervise preschoolers washing their dishes and trays in the hallway
- **When the bell rings, please help children in the restrooms to wash their hands before circle time**
- While teacher does an inside circle, bring basket of lunches and compost bucket to outside table. Begin to clean snack area.
- On toddler days this needs to be done before the toddlers are inside:  
Use bleach solution spray to clean the inside classroom snack table, letting the bleach sit for 3 minutes. Use the Trader Joe's green spray instead of the bleach to avoid the bleach fumes.
- Empty water from wash bins into cleaning closet sink, carry used dishes, wash bins, and drying rack to church kitchen for further cleaning. Please remove all food from the classroom.
- **Check outdoor play area thoroughly for black widow spiders**
- Wash dishes with antibacterial dish soap and air or towel dry, reset the trays and cover the snack shelves.
- **Dry** any excess water from the sinks, **leaving wash bins out to dry**, if necessary. Tidy **kitchen** counters, sink, and floors, **empty kitchen garbage and replace liner, if necessary.** It is imperative that the kitchen, a shared space with the church, is left neat & tidy each day.
- Collect all dirty towels in the laundry basket under the dishwashing area, and next to the water bottle outside. Take home to clean. Return to the shelves in library closet within next day or two.
- Supervise children in playground
- Help children pack their lunches and gather belongings at the end of the day – bring any clothes or shoes to the front steps – and bring lunch basket to front steps

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### **CLEANING JOB B (WHEN YOU HAVE BROUGHT PROJECT)**

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- **Arrive at 8:45am to set up**
- Have all supplies and example (if appropriate) ready
- Set up painting easel; open paint, or refill to 1/3 full, and prep paper for easel
- **If you did not bring a project, check outdoor play area thoroughly for black widow spiders**
- Check for and clean rat or mice droppings around patio area
- **From 9 – 10:30am work with children in the project room**
- When the bell rings, please help children in the restrooms to wash their hands before circle time
- Put child's name on project or have child write name on project
- If there are "dried" completed projects in project room, place in child's cubbies
- Please clear the Project Room shelves and return supplies to the unlocked shed
- Please rinse brushes and cover paints
- Supervise children in playground
- Please assure there are soap and a towel ready for outside hand washing.
- Water garden boxes and **check outdoor play area thoroughly for black widow spiders**
- Clean outside snack table and put up chairs.
- Help children pack their lunches and gather belongings at the end of the day – bring any clothes or shoes to the front steps – and bring lunch basket to front steps