

LAUNDRY/RECYCLING

AVAILABILITY REQUIREMENT: The need for clean laundry and the emptying of recycling bins requires that the job be done promptly and reliably each week. A substitute must be arranged if you cannot complete the duties at any time. This is best filled by a 4's class member (because they will already be at the school each afternoon). Costumes should be inspected monthly and repairs made immediately. Access to sewing machine is helpful.

Laundry

1. Check the laundry in the laundry basket daily, wash it, and return the clean and folded laundry the next school day. Occasionally, laundry items need to be returned to school prior to the start of the next class at 9:00 AM.
2. Please return clean and folded laundry into their respective bins or containers at preschool.
3. Wash other fabric items (baby doll items, stuffed animals, tablecloths, etc.) in the housekeeping corner monthly as part of the monthly clean. This includes removing and washing the drapes covering the bathroom stalls. You will need to pick these items up after the last class of the week and return them prior to the start of school at 9:00 AM on Monday. Keep stuffed dolls, plastic dolls and animals in very clean condition.
4. Collect and clean steam cleaner pads daily. They won't necessarily be in a laundry bag (please check mop). This needs to be done and returned regularly to ensure that there will be clean ones when needed.

Costume Maintenance

1. Inspect the dress up clothes once per month and make any needed repairs. Repair aprons and smocks when necessary. Keep puppets and cloth dolls in good condition.
2. Organize the dress-up containers on the first Friday of each month. Also, on your co-op or set-up day, check the bins and take the opportunity to do organizing then. Make sure that each costume, cape, shoe, etc. is in its proper container.
3. Wash/laundry the costumes in the dress-up containers once a month. When picking up costumes and dress-up clothes for cleaning, approach teachers and ask if they have specific instructions or priorities for washing/repair of clothes. Use your discretion about skipping washings for costumes that are too delicate or aged to withstand frequent washings. Keep dress up hats as clean as possible.
4. On the day of the Monthly Clean, take the dress-up shoes home and spray with Lysol disinfecting spray. Let them **air dry** for at least 24 hours before packing them back up.
5. Create a **Costume/Accessories Wish List** document. At the beginning of the year, within the



first month of school, create this document and meet with the Teachers, ask them what costumes and/or accessories are on their wish list. Then you can watch post-Halloween sales, pre & post-Christmas sales, etc. to purchase items on this list. The first \$40 are incurred as part of your position, keep receipts and see the note below. Check with the board for authorization if you foresee going above the \$40 limit and go over what you anticipate buying.

6. Make new smocks (vinyl/cloth) as requested by the Teachers.
7. Please do not throw away any costume or other item, no matter how tattered, without consulting with the Teachers.

Recycling

1. Locate the school's recycling container and make sure it is available for the start of school.
2. At the end of the day, check the recycling bin. If it needs to be emptied, please empty it into a box and take it home with you. You can ask members from the different classes to bring in boxes to store at school in a closet.
3. Empty the recycle bin weekly or as needed at your home address. If you will be absent from the school for more than a few days please arrange to have someone else empty the recycle bin.

Note: Any money spent on completing this job (up to \$40.00) is the responsibility of the jobholder. Amounts in excess of \$40.00 are reimbursed by the school upon request and submission of ***all*** receipts for all disbursement made on behalf of the school.

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