

EQUIPMENT REPAIR/ MAINTENANCE/LAUNDRY/RECYCLING

AVAILABILITY REQUIREMENT: Most repairs should be completed within one week. Repairs at school will need to be completed during the weekday hours of 7 AM to 6 PM, in accordance with our lease. Must be able to spend 15 minutes or more as needed, in the classroom on a weekly basis. Must be willing to organize all areas of the classroom. It helps if you have been in the school for a year and have knowledge of how the classroom works.

A. GENERAL RESPONSIBILITIES:

1. Do repair, construction, and installation projects as directed by the teacher or the board within one week, if possible. Need to be watchful and aware, willing to put in whatever effort is required, be a self-starter and self-reliant because there are no clear instructions on how to fix most of our equipment. It helps to be inclined toward this kind of work, handy and resourceful.
2. Check for safety of equipment, toys, furniture, fixtures, and playground equipment. Maintain operability of all items: tighten nuts, bolts, and screws, order and install parts, and check for excessive wear and tear.
3. Inform teachers and Board of your observations and recommendations for action. Ask for help if the assigned task is beyond your ability or knowledge. Owning appropriate tools and “fix-it skills” is required.
4. Projects should be done at minimum cost. Use the school's tax exempt number when making purchases. The president, treasurer, and supply coordinator hold tax exempt cards. Consult the job coordinator or treasurer about costly expenditures. Routine costs are borne by the jobholder. Keep receipts for approved expenditures to be turned in to the treasurer for reimbursement. Some items may be donated to the school by other members.
5. Keep the children in mind when completing projects. Is it safe for them given their physical stature and still developing coordination?
6. In addition to equipment maintenance there are a few heavier cleaning items you will be responsible for, steam cleaning carpets and weekly recycling. It is recommended you live in Howard County for the recycling aspect of this job.

CHECKLIST BEFORE SCHOOL STARTS:

1. Check with teachers and the board if there are any repairs that need to be done before school starts. You can email the administrative liaison on the board or the job coordinator with questions. Find out the date and time for returning the items to the school.
2. Locate the school's recycling container and make sure it is available for the start of school.

3. Ensure there is a medium sized bin labeled MISPLACED ITEMS located near the cubby area for misplaced school items before school begins. Put away all items in this bin weekly. If you have any questions about items, ask teachers for guidance. If items are continuously filling up the bin, ask class chairs to instruct class members to take more time in finding appropriate places for objects.

4. Wipe down the window blinds before school starts in September. You can use something like a Swiffer duster or other feather duster.

B. REGULAR ITEMS FOR MAINTENANCE:

1. Routinely check for safety of equipment, toys, furniture, fixtures, and playground equipment. Maintain operability of all items: tighten nuts, bolts, and screws, order and install parts, and check for excessive wear and tear. During monthly clean is a recommended time to routinely check, or before or after school once a month.
2. Steam clean carpets quarterly (first steam before start of school year), August, November, February, and May. There may be times the teachers' or the Monthly Clean Assistant requests you clean the carpets due to classroom illnesses. Steam clean the bench once a year (before school year starts). If you do not own a steam cleaner please ask someone in membership to borrow their equipment. Do not purchase a steam cleaner.
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.
4. Check dry-erase boards on a regular basis for repair requests that have been made. Check in with teachers occasionally and ask them if there is anything they think might need repairs soon. Quarterly might be a good time or at the least at the mandatory General meetings.
5. Weekly: Check and empty the vacuum cleaner or as needed. Monthly: Check and clean the filter or as needed.
6. Weekly: Replace items from the Misplaced Bin.
7. Bi-weekly: Organize and clean the closets, check if they need new labels, if shelves are overflowing check what editing can occur. Check the toy bins in the closets as well. The teachers might be okay with closet organizing during school, check ahead with the teachers and ask if they have an area they would like you to focus on in addition to what your ideas are.
8. Bi-weekly: Sweep covered porch in the back of the preschool, keeping free of debris. It might be necessary to sweep more during seasons when additional debris collects (example, leaves in the Fall). Also, clean pine cones, branches, and leaves out of the sand box (use a rake if available).

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.

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.

Revisions:
06/2023 EL

