

Volunteer Descriptions

Open the Building

Arrive 15-20 minutes before first class.

Turn on the lights.

Check bathrooms for adequate supplies and any issues.

Check hallway trash cans for liners.

Entrance Door Monitor (Parish Center Entrance or McCrystal Hall/Cafeteria Entrance)

Open door for children and parents.

Welcome children and parents.

Answer questions.

Identify Visitors and help them find where they need to be.

Preschool/Atrium Hall Monitor & Door Monitor

Monitor hallway restriction to St. C Preschool and all CGS classes only. Open the door to those entering from the back parking lot and direct them to quietly go up or down the stairwell to their classes or to CGS on that floor. Remind those in the stairwell to be quiet and walk on the stairwell as necessary.

Instructors' Nursery Monitor

Provide childcare to instructors' younger children during their classes.

Some children may need to be picked up or taken to a class.

You are not responsible for watching any other children, only those of the instructors.

Straighten up the nursery at the end of your shift.

Instructors' Older Child Monitor

For children who are too old for the nursery, but not yet in high school:

Supervise instructors' older children, either in the cafeteria or outside as weather permits.

Some children may need to be picked up or taken to a class.

Bathroom Clean Up

Replace empty toilet paper, paper towels, and soap.

Wipe down all sinks.

Wipe down toilets and scrub with cleaner and brush.

Pick up all the trash and sweep.

Empty trash can and replace with a new bag.

Mop as needed.

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Cafeteria Clean Up

Wipe tables and chairs.
Return extra tables and chairs to the storage area.
Sweep the floors.
Vacuum the carpets.
Place any left items in the Lost and Found.
Take trash to the dumpster and replace bags in cans.
Wipe out the microwave and put away.
Return the coffee maker and supplies

End of Day Room Clean - Julia Kunz Room

Wipe off all desks and tables.
Sweep the classroom floor.
Spot clean windows and floor if needed.
Vacuum any carpets.
Empty garbage to the large can in the hallway. Replace liner if needed.
Rearrange furniture if needed.

Hallway Cleaning

Sweep hallway and stairs.
Take the hallway trash bags to the dumpster. Replace bags.
Vacuum rugs.

Outdoor Clean Up

Pick up trash in parking lot, grass, and play area
Make sure no belongings are left outside.
Place found items in the Lost and Found.

Close the Building

Check each room to make sure they have been cleaned, trash is emptied, and boards are erased.
Make sure windows are shut and locked.
Turn off lights.

Volunteer Descriptions

Building Mopping

Mop assigned floors five times during the year.

Sept 30, Dec 9, Jan 27, Mar 24, Apr 28

Organize Community Cleaning of Building

Organize Cleaning of Building in August, January, and May.

Communicate via Sign-Up Genius to Co-op.

Organize jobs once everyone arrives.

Remain on site from beginning to end of cleaning days.

Take home all mop heads and dirty rags to wash. Return the following week.

Activities/Supply Coordinator

Organize and attend high school retreat, Advent fair, and end of year showcase.

Order supplies as needed.

Stock supply closet.

Wash dirty rags as needed, returning them to the building.