

Student Worker Job Responsibilities*

Preschool A.M. Set-up

- 1) Remove chairs from tables
- 2) Spray tables with new bleach solution
- 3) Empty dishwasher, distribute dishes to classroom, empty drainer and put other dishes away.
- 4) Fill water containers
- 5) Check on laundry, fold napkins and put in basket, put towels and washcloths under sink.
- 6) Check supplies:
 - a) White drawing paper
 - b) Easel paper
 - c) Spoons and paper cups
- 7) Sharpen pencils
- 8) Straighten up blocks and other toy shelves
- 9) Wipe down chairs, tub table, easel with soapy water
- 10) Engage with children in room or on playground.

Preschool After Lunch

- 1) Help children pack up lunches. Everything goes back in lunch box except the placemat and milk cup. (Plastic bags for leftovers are in each room or in the kitchen)
- 2) Remind children to use the bathroom.
- 3) Put rest mats out. (Map is inside the rest mat cabinet)
- 4) Remind children to collect a book before going to their mats. (Varies in rooms)
- 5) Put dishes in dishwasher, start if necessary
- 6) Wash paint brushes
- 7) Empty tub table if necessary

Preschool End-of-Day

- 1) Put in laundry, change to dryer, fold
- 2) Put away nap mats
- 3) Assist with toileting
- 4) Unload and refill dishwasher
- 5) Engage with children in classroom activities i.e. reading, puzzles, blocks, etc.
- 6) Assist teachers in supervising children on playground equipment
- 7) Help with clean-up at the end of the day

*Responsibilities may vary according to room placement