

# Community Jobs

## AFTERNOON

4:30 Facilitate Thank You Card for Smart Snack Crew

Each week choose different tutoring pair to write a thank you note to our Smart Snack Provider.

[Tessa/Isabel](#)

5:25 Straighten up the book table for the next tutoring group

[Krystal/Hector](#)

5:25 Set-Up Chairs for Club

Leave tutoring a few minutes early to set up the chairs in rows for club. Chairs are stacked up in the west closet. We will use all the chairs that in the closet and then take chairs from the study room. You will need to get about set up about 50 chairs.

[Natalie/Janet](#)

[Alison/Guillermo](#)

[Rachel/Mya](#)

[Brandon/Oscar](#)

5:25 Straighten Up Study Room

Pick up Trash and Scraps off Study Room Floor (the Study Room is the carpeted room) – don't forget to check both small side rooms

[Pam/Artesa](#)

6:00 Put up Chairs after club

Stack them in the chair closet. Use chair trolleys. Return extra chairs to the study room

[Angela/Cecilia](#)

[Linda/Caleb](#)

[Erika/Mizraim](#)

[Rob/Osvaldo](#)

6:00 Straighten Up Dining Room

Pick up Trash and Scraps off Dining Room Floor

[Hannah/Iaremsi](#)

[Trudee/Sophi](#)

## EVENING

6:00 Put up Chairs after club

Stack them in the chair closet. Use chair trolleys. Return extra chairs to the study room

[Ben/Danny](#)

6:55 Sweep Dining Room

Dust mop, brooms and dust pans are in the cleaning supply room

[Kayse/Brooklyn](#)

[Kaitlin/Richard](#)

6:55 Erase and Wipe Down Chalkboards/Dry Erase Boards

Clean rags are on top of the fridge in the “clean” bucket (leave dirty rags in the “dirty” bucket on the top of the fridge)

[Carrie/Sonia](#)

[Danielle/Alicia](#)

6:55 Sweep Kitchen

Brooms and dust pans are in cleaning supply room

[Ashley/Edith](#)

**6:55 Put Away Books and Workbooks**

Books need to be placed, spines out, in cabinets 5 & 8. Extra chapter books go in cabinet 11. Workbooks lie flat in cabinet 5.

Annie/Tony

Sarah/TBA

**6:55 Empty and take out all trash – Study Room/ Side Rooms**

Dumpster is in the back of the parking lot. Combine whatever trash you find (to save bags). Replace trash bags with fresh bags that are in cabinet 2.

Bill/Julio

**6:55 Empty and take out all trash – Dining Room/ Kitchen / Bathroom**

Dumpster is in the back of the parking lot. Combine whatever trash you find (to save bags). Replace trash bags with fresh bags that are in cabinet 2.

Thomas/Angel

**6:55 Clean Kitchen**

Make sure everything is wiped up, put away, dish drainer empty and that the kitchen looks better than when we came. Help to pass out all extra Smart Sacks.

Daphne/Estephany

Ginny/Asucena

**6:55 Straighten Up Study Room**

Pick up Trash and Scraps off Study Room Floor (the Study Room is the carpeted room), make sure all chairs are pushed in and orderly (if any areas of the carpet need to be vacuumed, the vacuum is located in the cleaning supply room)

Kathy/Oscar

Tracy/Kayla

**6:55 Put away tutoring supplies**

Put flashcards back in plastic box and return to cabinet 2. Pencils and Reading Circles also need to be returned to cabinet 2. Tutoring Bins (red and yellow) go on top of cabinet 5. All other supplies can be neatly stacked on the kitchen table.

Marie/Isabelle

Lisa/Lexie

**6:55 Straighten Up Side Rooms**

Pick up Trash and Scraps off the floor in the two side rooms, make sure all chairs are pushed in and orderly

Lia/Dario

**6:55 Tables**

Wipe down tables in the study room and two side rooms. Clean rags are on top of the fridge in the “clean” bucket (leave dirty rags in the “dirty” bucket on the top of the fridge)

Alyssa/Liz

Morning/Joe

**6:55 Supply Tables**

Wipe down the two supply tables in the dining room, take them down and stack them in the chair closet. Clean rags are on top of the fridge in the “clean” bucket (leave dirty rags in the “dirty” bucket on the top of the fridge)

Todd/Francisco