

CHESSIE Extra Cleaning Shift Helper

- **Parking lot**
 - Pick up any / all trash; clean up chalk, bubbles, jump ropes, basketballs / balls - all toys taken to the trailer or put on the wagon to be taken to the trailer (parking lot supervisor will clean up cones at 4:30pm).
- **Front Sidewalk**
 - Clean up lost and found, place in the bin, take bin to trailer
 - Collect and Place lanyards in bin and put sandwich board in the wagon along with green lanyard box to go to the closet
 - Pick up any debris or trash from sidewalk / mulch beds and make sure all landscape rocks are in place
- 1. **Porch**
 - **At 4:45 ALL STUDENTS AND BELONGINGS MUST BE CLEARED OFF THE PORCH! Announce to all standing nearby that they must clear the porch. Any belongings left at 4:45pm will be placed in the lost and found until next week.**
 - @ 4:45 - Place sign in sheets in bin, place tuition boxes on wagon *Check with Helen on tuition days before putting these items away.
 - Pick up any / all trash, sweep porch, place chairs and benches back in proper place, empty trash can (bags are on top shelf in kitchen closet), help break down tables, and put back in sanctuary
- **Assist Teachers**

@ 4:30 - Assist Kathy Pierson when her class is finished to help clean her area and load her teaching supplies into her vehicle

 - Check in with Sharon Shelton (downstairs) to see if she needs assistance with clean up and bringing supplies to her vehicle
- **Property**
 - Walk around the porch and clean up any debris or trash in mulch beds, place all garden stones back in mulch bed
 - Sweep tiny stones off the back patio (THIS IS A MUST! Requested by the church)
 - Wash any chalk off the back patio (under the pavilion cover mainly)
 - Check field for trash, balls, water bottles, etc., left behind and add anything to lost and found and return sports equipment to CHESSIE trailer
 - Check in with Karen Miller or Helen Travis to see if anything else needs to be completed before leaving