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**JOB:** Housekeeping Saturday Co-Lead / Housekeeping Saturday Scheduler / General Maintenance

**TEAM:** Maintenance

**LAST UPDATED/CHANGE:** August 2019

**JOB DESCRIPTION:**

As the Housekeeping Saturday Co-Lead, this position is responsible for working with another Co-Lead to oversee this year’s Housekeeping Saturdays. As the Housekeeping Saturday Scheduler, this position is also responsible for coordinating and scheduling all Housekeeping Saturdays. Finally, as a general member of the Maintenance Team, this position is responsible for participating in regular maintenance duties and maintenance workdays as scheduled by the Maintenance Chair.

**JOB DUTIES:**

* As a Housekeeping Saturday Co-Lead, oversee 4 of the 8 Housekeeping Saturdays during the school year.
* Organize, manage, and schedule all Housekeeping Saturdays, ensuring that all non-Board NVNS families take responsibility for one Housekeeping Saturday work shift, providing reminders, and sharing key information.
* Participate in Maintenance Team workdays scheduled by the Maintenance Chair (generally 3 to 4 per year), and perform regular and thorough completion of assigned maintenance duties.

**JOB REQUIREMENTS:**

* Attend all Parent Meetings.
* Participate in one Housekeeping Saturday per year.
* Participate in End-of-Year Cleanup.
* Ability to maintain accurate monthly attendance records of Housekeeping Saturday. Computer access is helpful, but not required.
* Summer work is required.

**JOB DETAILS:**

The sections below provide more detail re. the expectations for each part of your school job. (Please connect with the Maintenance Chair if you have specific questions about any of your responsibilities.)

***Housekeeping Saturday Co-Lead***

As a Housekeeping Saturday Co-Lead, you will have oversight responsibility for 4 of the 8 Housekeeping Saturdays during the year. Specifically:

* You will need to work your 1st of 4 Housekeeping Saturday shifts in its entirety (just like other non-Board families), and use it as an opportunity to ensure that you are clear on the process and requirements. (Make sure that the Maintenance Chair knows when your 1st Housekeeping Saturday is scheduled, so they can come in for the first hour to help guide you through the process. Also, check out the Housekeeping Saturday keys from Cabinet 4 on your last class day before Housekeeping Saturday, and check them back in again on your next class day afterwards.)
* For your other 3 Housekeeping Saturdays, you are responsible for:
	1. Checking out the Housekeeping Saturday keys from Cabinet 4 on your last day of class before Housekeeping Saturday.
	2. Arriving at 8:45am and spending one hour (i.e. 8:45-9:45am) helping the families who are actually working the event get clarity on what they need to do, reminding them to sign in (and out) for their work shift, showing them where to find the instructions and list of cleaning tasks, making sure they understand the importance of everyone staying until ALL of the tasks have been completed (and of making sure that everything is locked up at the end), etc.
	3. Contacting any scheduled family who doesn’t show up at 9am to find out if they are coming, and if they are NOT coming (or if you can’t reach them by 9:20am), finding someone to work the rest of their shift as a paid substitute. (If you don’t want to work the rest of the shift as a paid substitute yourself, reach out to families on the paid substitute list for Housekeeping Saturdays, then if you still haven’t found anyone who is available to work, use the roster posted in the coat closet to contact additional families.)
		+ ***Important Note:*** *You will need to let the Treasurer know who ultimately covered the absent family’s shift so they can be paid by the school as a Housekeeping Saturday substitute. To do so, fill out a Reimbursement Request Form (there should be hard copies available in the Treasurer’s cubby) for the person who worked as a paid substitute, record the number of hours they covered under “Description of Purchase”, and put the completed form in the Treasurer’s cubby. (The amount they are paid will depend on how long they worked. The Treasurer will calculate the appropriate prorated amount using the current Housekeeping Saturday Substitute fee as the basis.)*
	4. Tracking attendance & reporting any absences or non-participation to the Vice President immediately after each Housekeeping Saturday so the appropriate consequences can be pursued in a timely manner. (The Vice President will issue a fine, and the family that missed will need to be rescheduled for a different Housekeeping Saturday shift.)
	5. Talking with any family who arrives late to let them know that they will need to make up their missed time – then find out if they want to stay longer that day or if they prefer to have the Maintenance Chair assign them a list of specific tasks that they can complete at a later date. (If they choose the latter, you will need to notify the Maintenance Chair accordingly.)
	6. Checking in the Housekeeping Saturday keys to Cabinet 4 on your next day of class after Housekeeping Saturday.
* Refer to the Parent Handbook for more Housekeeping Saturday guidelines and information, including the current payment for substitutes working a full Housekeeping Saturday shift for another family, the current fine for missing a Housekeeping Saturday shift without hiring a paid substitute in advance, etc.

***General Maintenance Team Member***

The Maintenance Team is responsible for the overall maintenance of the NVNS facility: Room 1, Room 2, the Play Yard, sheds, etc. As a member of this team, you are expected to participate in all Maintenance Team work parties (which will likely be in Summer, Fall, Winter, and/or Spring), and to provide support to the Maintenance Chair in performing routine maintenance as needed. (This may include duties such as changing light bulbs and cleaning light panels, cleaning windows, maintaining equipment, performing general yard work, painting, etc.)

***Housekeeping Saturday Scheduler***

As the Housekeeping Saturday Scheduler, you’ll be responsible for coordinating and scheduling all Housekeeping Saturdays. To do so:

* Create and bring a Housekeeping Saturday sign-up sheet to the first Parent Meeting. To prepare this sign-up sheet (before the meeting):
	1. Review the School Calendar and make a list of the dates for each scheduled Housekeeping Saturday. (There are usually 8 total, and they are generally held from 9am-1pm on the first Saturday of the month, October through May. However, there will likely be a few exceptions due to school breaks, scheduling conflicts, etc., so it’s important that you check the school calendar for the correct dates.)
	2. Figure out the total number of slots you need to provide on the sign-up sheet. (Each family is required to complete one Housekeeping Saturday shift during the school year…except for Board Members, who complete Board Set-Up instead. So, you’ll need to figure out the total number of enrolled families, then subtract out the number of Board families to come up with an accurate number of needed slots.)
	3. Once you know how many sign-up slots you need, spread them out as evenly as possible across the 8 dates. (Generally speaking, you’ll have 4 slots per month…but if there are less than 32 families on your list, you’ll need to cut that down to 3 slots for some months…and if there are more than 32 families on your list, you’ll need to increase that to 5 slots for some months. <As a general rule, it’s helpful to have more families working during the winter months when it’s muddy and things are more dirty.> Make sure to run your final sign-up list by the Maintenance Chair and Director before the first Parent Meeting in case they want to make any adjustments.)
	4. Include a specific way for families who are interested in being paid substitutes for Housekeeping Saturdays to indicate that interest on the sign-up sheet.
* During the first Parent Meeting, explain how Housekeeping Saturday works and circulate the sign-up list for all work shifts during that school year. Ask people who are interested in being paid substitutes for Housekeeping Saturdays to indicate that on the sign-up sheet as well. (Make sure to mention that families who can’t work their scheduled shift are expected to arrange a trade or hire a paid substitute in advance, and that if they fail to do so, they will be fined and reassigned to another shift.)
* Ensure that all non-Board families sign up for (or are assigned to) one Housekeeping Saturday work-shift. To do this:
	1. Review the signup sheet after the September Parent Meeting and determine which required families haven’t signed up yet. Then, send something out to those families letting them know that they will need to sign up for a Housekeeping Saturday work shift by the end of the October Parent Meeting, or you will be assigning one to them.
	2. Make sure that the October Housekeeping Saturday is fully staffed - and if it isn’t, contact families to sign up (or switch) as appropriate.
	3. Offer any families who still haven’t signed up another chance to do so during the October Parent Meeting.
	4. After the October Parent Meeting, assign any required families who still haven’t signed up to a specific shift and let them know when they are scheduled. (If they wish to change their scheduled shift at that point, it’s their responsibility to either find another family who is willing to trade with them or hire a paid substitute to cover their assigned shift.)
* Keep a copy of the original sign-up sheet for your records, and update it as appropriate as changes are made.
* Post a hard copy of the final Housekeeping Saturday schedule and paid substitutes list on the Look Board in Room 1 (near the coat closet), and provide the Communications Chair with an electronic copy so it can be posted to the website. (As changes are made throughout the year, be sure to post the revised hard copy on the Look Board and send the electronic version to the Communications Chair so the website can be updated.)
* Ensure that the most current Housekeeping Saturday schedule and paid substitutes list, instructions, and list of cleaning tasks are posted on the Look Board in Room 1 (near the coat closet) before the first Housekeeping Saturday (and update them as appropriate throughout the year).
* Print out the monthly sign-in/out sheet and post it at school in a highly visible location before the start of each Housekeeping Saturday.
* At each Parent Meeting, announce the date and families scheduled for the next Housekeeping Saturday.
* Send reminders to each family scheduled via email no later than the Wednesday before their Housekeeping Saturday shift. (If they are unable to work their scheduled shift, it is their responsibility to arrange for a trade or a paid substitute in advance. They simply need to let you know the outcome so you can update the schedule accordingly.)
* Reschedule any families who miss their scheduled Housekeeping Saturday shift (without hiring a paid sub in advance) for another work shift.

**Note:** The 2017 Communications Chair created a Google Calendar for NVNS with the full list of families signed up for Housekeeping Saturdays. They used the NVNS Gmail account and followed the steps below, which are being included here because working with the current Communications Chair to utilize a similar process may be helpful for simplifying the reminder process in future years as well:

1. When the housekeeping Saturday sign-up sheet is complete, invite families to attend their specific days on the Google calendar so they'll get automatic reminders.
2. Remind Communications to include Housekeeping Saturday attendees in the monthly e-mail to remind them.
3. The Wednesday before each event, send this reminder e-mail.  It will automatically include the housekeeping Saturday to-do list (which you or communications will put into the details section of each Housekeeping Saturday date) when you go to the Housekeeping Saturday date on the google calendar and click on, "E-mail attendees."
4. Keep the housekeeping Saturday invitees up to date on the Google calendar in case of substitutes, i.e., delete those who have found and paid subs and add subs to the list so they will receive reminders.