

HERO Volunteer Task Descriptions

At the end of each shift, volunteers must sign out with the Administrator.

Set-up - Report to Administrator

Bring concession items to kitchen from storage closet.
Bring front desk items, mailboxes, field trip folders, etc. to Welcome Desk.
Set-up tables & chairs in lunchroom, classrooms, and study hall.
Make sure classrooms are clean and ready for teachers. Post classroom signs outside classrooms.
Set-up copier in office off kitchen in Activity Building.
Set-up cones for walkway between buildings.

Concessions Located in Main Church Building - Report to Lunch room Coordinator

9:30 - 10:30 Set-up kitchen, food prep, wait on customers.
10:30 - 2:00 Serve food.
1:30 - 2:30 Clean kitchen, empty garbage, vacuum lunchroom, and put away concession items.

Snack Bar - Located in the Activity Building - Report to Administrator

8:30 - 4:30 Set-up kitchen, food prep, wait on customers, cashier, clean-up and put away concession items.

Roaming Hall Monitor - DO NOT HAVE YOUR CHILDREN SITTING WITH YOU IN THE HALL.

Patrol hallways to keep them quiet and tidy. Keep students in HERO areas.
Enforce HERO dress code and NO hat policy.
Enforce HERO behavior expectations - students do not use the elevators.
Assist teachers as needed.
Escort unruly students to Jayne Walberg, Administrator
Check bathrooms for cleanliness and loitering students every **30** minutes.
Hall Monitor in lower level needs to monitor the study hall area.
Monitor entrances for visitors and wandering students.
Last shift of the day is responsible for helping clean up classrooms, bathrooms, and vacuum hall.
This is a moving position. Please walk the halls and monitor behavior.

Hall/Lunch/Bathroom Monitor Patrol - This is a working position not a social time.

Students do not use the back staircase. Check bathrooms and remind students and adults to keep food in the lunchroom. Last shift, wash down lunchroom tables, sweep floor and clean bathrooms.

Floater - Report to Administrator

All shifts: Help in any task area as directed by Administrator.

Nursery - Report to Nursery

Help set-up nursery area, care for teacher's children ages 6 mo. - 3 years. Last shift should help with the clean-up of the nursery, wash tables and toys, vacuum, and organize room.

Playground and Parking Lot Patrol - Available September - Nov. & March - May

All shifts: Supervise students and correct inappropriate behavior and dress.
All shifts: Keep students in designated play areas. They should NOT be in the woods.
All shifts - No students should be sitting in cars or leave the property with other students.

Patrol Parking Crosswalk

Patrol the parking lot and walkway between the two buildings, escorting young children.

End of the Day Clean-up - Report to Administrator

Wash and take down tables & chairs. Put away all HERO items in the HERO storeroom.
Vacuum classrooms, hallways, and lunchroom.
Tidy Bathrooms - flush toilets, empty trash, check toilet paper/soap.
Return copier and Welcome Center items to storage closet.
Collect trash from ALL trash cans and put in dumpster outside.