

# Hilltop Preschool

## Job Description Outline

### Fish Caretaker

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Job Description: Responsible for purchasing food and cleaning supplies, and maintaining the health of the fish and the tank.

#### Job Responsibilities:

##### As needed:

- Purchase food supplies and submit receipts for reimbursement

##### Weekly:

- Maintain the water level and clean the fish tank.

#### Coordinate with:

- Director and Teachers for the supplies list
- Treasurer for expenses and budget

#### References: (People to contact, company referrals, etc):

- Petco - Brookhurst & Adams or Brookhurst & Edinger
- Prehistoric Pets - Brookhurst and Garfield

**Hilltop Preschool  
Job Description Outline  
OCCPPNS representative  
N/A board position**

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Job Description: Represents Hilltop at OCCPPNS monthly meeting online (roughly 1st Monday of each month from 7-9 pm). Must assume a position on the council. Need to report back to Hilltop Board and General Membership regarding special events and council benefits.

**Job Responsibilities:**

**Monthly:**

- Attend council meetings
- Report council news to membership at General Meeting

**Coordinate with:**

- President or Director- when you have information to give out at the General Meeting or to the Board.
- Director - to pass on relevant information.

**References: (People to contact, company referrals, etc.)**

**Comments:**

- Zoom meetings
- Just before school starts, a letter is usually sent with the calendar for the year.

# Hilltop Preschool

## Job Description Outline

### Snack Buyer

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Job Description: Purchase snack items from the snack menu provided by teachers. Inventory the existing snack supply so you know when and in what amounts to purchase. Make a list of frequently purchased items and the best places/prices.

#### Job Responsibilities:

##### Weekly:

- Check stock on hand
- Make purchases
- Turn in receipts for reimbursement

##### Monthly:

Check with Teachers for Cooking Activities and field trip dates -possible no snack on this day.

#### Coordinate with:

- Teachers menu

#### References: (People to contact, company referrals, etc.)

#### Comments:

- Purchasing food from the snack menus involves determining the required quantities, checking the available inventory, and sourcing the best prices from stores.
- At Hilltop, we provide snacks that are not only fun for children but also nutritious. If you have any new or fun recipes that you would like to share, please let the teachers know.

# Hilltop Preschool

## Job Description Outline

### Scheduler

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#### Job Description:

- Prepare a monthly schedule of working parents, distribute it to parents, and post it at school. Give a copy to the Director, teachers, and the President (in case they are called for emergencies if you are not available). The schedule should be distributed at least one week before the following month. Check with the Director before preparing the schedule to accommodate Field Trips (you'll want to schedule the Field Trip Coordinator for those days) and any other special needs. You will want to make each workday as balanced as possible with a strong working team. For example, try not to schedule 3 inexperienced people on the same day. Instead, distribute the more experienced individuals and pair them with the less experienced ones.
- Be available the evening before and the morning of each school day to field potential calls from working parents. You will then call in the alternate or emergency parents.
- Track changes made to the schedule throughout the month. Be sure to note changes on the master schedule posted at the school - it is important for the Director and co-op teachers to know who to expect in work each day. If she doesn't have the appropriate number of working parents by 8:40 am on any given school day, she will call you to help.
- Track year-to-date workdays, alternate days, and emergency days (both scheduled and fulfilled). It is really important for people to have confidence in the fairness of the schedule.
- Be aware of the standing rules and bylaws as they pertain to scheduling.

#### *More notes regarding the schedule...*

- Try to accommodate parents' needs; however, Hilltop's needs are the priority. Parents should be notified that you need scheduling requests, in Please submit your writing by the 15th of the month preceding the accommodation of their request. They should request changes via email at [scheduler@hilltoppreschool.com](mailto:scheduler@hilltoppreschool.com), which you will have access to.
- The usual ratio scenario is 1 working parent for every five students.
- Keep a running tally of how many days each parent has worked, was scheduled as an alternate, or served as an emergency parent. Keep the running tally as equal as possible (this does not mean the number of days worked each month will be identical for each working parent). The ideal scenario would be for each working parent in the 2-day program to end the year having worked an average of 20 times in the year and 1-10 alternate days per year.
- The Director or the Co-op Chair will let you know when new students are enrolled and when the parent will be ready to be added to the schedule. New parents need to be oriented prior to their first work day.

- Check the school calendar for school holidays.
- In months where there are more school days than usual or in months where enrollment is lower than normal, you may need to schedule parents for extra work or alternate days. If this occurs, include a brief note with the schedule explaining the circumstances and thanking them for their understanding.
- *Co-op workday obligations*
- Parents in the 2-day program work approximately 2 times per month. "Approximate" is just that. The length of the month and the number of Children enrolled in the program affect the number of working days required for each parent.
- Each parent is also scheduled for one alternate day per month, unless they volunteer to serve as the Emergency parent.

### *The Workday*

- From 8:30 am to 1:00 pm.
- If someone will be later than 8:30 am, they are to call their teacher.
- If someone knows in advance they'll be unable to work a scheduled day, they are to call another parent to switch. Don't call the scheduler. People will frequently contact you to facilitate switching. Whether or not you want to accommodate them is entirely up to you. I have helped parents in cases where they or their child were very sick or in other emergencies. But otherwise, I have asked them to work out a trade on their own, to call me only if they ran out of options, and to let me know who traded for what.
- To maintain the ratio, one working parent is scheduled for every five children enrolled. 10 children = 2 working parents, 11 children = 3 working parents.

### *Alternate*

- An alternate is scheduled each school day and is called in when an illness or other emergency prevents a scheduled working parent from coming in. Each parent is scheduled as an alternate once per month, in addition to their regularly scheduled workdays.
- Alternates should be advised to treat alternate days the same as work. days... if called, they need to have their child ready for school by 8:30 am, have babysitting arranged for other children, etc. They can be called the evening prior or from 7:00 to 8:00 a.m. that morning. \*\*Because we currently have no Emergency Parents, the Alternate is really on call until 8:30 a.m.-If we did have Emergency Parents, the Alternate would be on call until 8:00 a.m., and the Emergency Parent would take over duty until 9:00 a.m. Historically, an Emergency Parent is needed only once per year, but for that one time, it's worth having them.
- If someone has an emergency the night before or the morning of a scheduled workday, they should call the scheduler. In the morning, they should call as soon as possible after 7:00 a.m. The scheduler will call the Alternate or, if necessary, the Emergency parent. They are not to call the Alternate themselves. The person who was unable to work will then work the alternate parent's next scheduled work day.

The person who served as the Alternate or Emergency Parent should call the person for whom they worked to confirm they'll work their next workday. Then either person should let you know. If no one informs you, you will want to contact them to be sure nothing slipped through the cracks.

*Emergency Parent*

- The Emergency parent is a volunteer who agrees to be called in at the last minute in case of an emergency. The Emergency parent is on call up to 9:00 a.m. If called before 8:30 a.m., the Emergency parent is paid \$35.00 directly by Hilltop. (The parent who was unable to work will reimburse Hilltop for the \$35.00.) If called after 8:30 a.m., the Emergency parent receives \$35.00, and the parent unable to work must work the Emergency parent's next work day.
- Emergency parents are scheduled as such up to once a week. Emergency parents are never scheduled as alternates.

Comments:

This job can be done as one person or with an assistant. See Scheduler's Assistant for possible breakdown of job responsibilities.

# Hilltop Preschool

## Job Description Outline

### Administrative: Fieldtrip Coordinator

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**Job Description:** To research, arrange, organize, and lead fieldtrips. To maintain files on fieldtrips forms (permission slips, car seat form, and driver's certificate of safety & insurance form).

#### Job Responsibilities:

##### *Forms:*

- At the beginning of the year, you will need to verify that everyone has their fieldtrip forms in and recruit volunteer drivers. Volunteer drivers need to not only fill out the driver's certificate of safety & insurance form, but also provide a current copy of their insurance form that states who the insured is, the time period they are insured for, the car insured, and the amount of insurance. This is usually their current insurance statement. They will also need to provide a copy of their driver's license.
- You will need to update your verification list as new members enroll. For a child to attend a field trip, these forms must be on file. These forms are a part of the registration package. The Co-op Chair is the one to coordinate with regarding the Emergency List. Please be sure she is aware of the upcoming field trip dates so she may update and provide you with a current Emergency List.

##### *Fieldtrips:*

- Research possible fieldtrip ideas.
- When the Director approves or requests a field trip, set a date and book the field trip.
- Arrange any required prepayment.

**Emergency List:** You will need to have on file 10 copies of the Emergency List to give to parents who will be driving other children. Please be sure the list is up to date. This list needs to be returned to you as soon as the field trip is over, as it is confidential. The lists are kept in the emergency backpacks for each classroom.

- 2 weeks before the field trip date, communicate with the director to email details and a reminder to all parents. Collect any money that may be needed. Depending on the deadlines, you may need to do this beforehand or wait until the day of the field trip.
- Confirm who will be attending one week before the field trip. Also confirm which parents can drive other children and coordinate which children (attending without parents) will ride with which drivers. Send out a second reminder email.
- The day before, confirm who the working parents for the field trip will be and

coordinate supervisory responsibility for the children who will be attending without their parents (Someone who has volunteered to drive may not be a working parent that day). Call and confirm reservations for the field trip.

- Day of the field trip, get everyone organized and out the door. Make sure every child has a car seat unless a car seat form on file states that the child is over 6 or 60lbs. Provide maps to the field trip location. Teachers will need a list of who is attending, which children will be riding with which volunteer driver, and who has supervisory responsibility for which children. You will also need to hand out the Emergency List to volunteer drivers and take the red emergency (first aid) tote with you. And depending on the plan for the day, you may need to take the snack also (usually juice, cheese, and crackers).

Coordinate with:

- Director and Teachers- regarding where and when
- Co-op Chair - for updated information
- Newsletter Editor - to put on calendar
- Snack Buyer - to purchase appropriate fieldtrip snack
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Comments:

- Please review General Information Regarding Fieldtrips. It is usually a good idea to post this with the first couple of field trips and to include it in the newsletter at the beginning of the year.

# Hilltop Preschool

## Job Description Outline

### Administrative: Librarian / (separate specialty job)

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#### **Job Description:**

*Librarian:* Place book club orders for membership and deliver orders via parent files. Maintain the school library.

#### **Job Responsibilities:**

##### **Daily/Weekly:**

*Librarian:*

- Please see the following outline.

Coordinate with teachers to help organize books, mainly in the Blooms and Blossoms classrooms. Check inventory for duplicates or damaged books. Repair if possible. Keep an organized system.

# Hilltop Preschool

## Job Description Outline

### Administrative: Photocopier

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**Job Description:** Copies all paperwork for Hilltop, such as newsletter (monthly), flyers, forms, and other miscellaneous items as needed. Preferably someone who has access to free copies.

**Job Responsibilities:**

**Monthly:**

- Copy and distribute the newsletter
- Make sure the following forms are stocked:
  - Ouchie Report
  - Working Parent Daily Sign-in Sheets
- Help with any coping needs the Director may have

**Yearly:**

- Help with the coping of the school flyers (Publicity)
- Help with the coping of the Alumni flyers (Ways & Means)
- Help with any copy needs that the Ways & Means committee may have
- Help with any coping needs that the Historical Yearbook Coordinator may have in producing the yearbook.

**Coordinate with:**

- Newsletter Editor
- Ways & Means Chair
- Publicity Chair
- Director
- Treasurer: for budget and reimbursement
- Historical: Yearbook Coordinator

**References:** Copies for Less in Fountain Valley or Huntington Beach

**Comments:**

- Please resource copy locations to see who can give us the best deals.

# Hilltop Preschool

## Job Description Outline

### Classroom Project Assistant: Seeds/Sprouts

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Job Description: Consults and assists teachers on upcoming classroom projects. Helps gather necessary materials for projects. Maintain the organization and cleanliness of the Art and Craft Cabinet and disburse finished art. Maintain the organization and cleanliness of the Curriculum Cabinet, blocks, manipulative cubbies, writing center cubbies, and the Dramatic Play Area. It may also help with purchasing curriculum supplies.

#### Job Responsibilities:

##### Weekly:

- Coordinate with teachers on what she needs to have done. Work on the following areas on an as-needed basis:

##### ***Art and Craft Cabinet and Curriculum Cabinet:***

- Straighten cabinets. (There is an organization chart in each cabinet.)
- Consolidate any materials that need it (ie, paint, watercolors, etc.) Check to be sure that items that can dry out have air-tight containers.
- Wash any art tools that have become especially dirty
- Wipe down the doors to the cabinet

##### ***Paper Cabinet:***

- Straighten cabinet

##### ***Blocks and Manipulatives***

- Straighten cubbies and blocks. If manipulatives have become mixed up, please sort
- Wash any manipulatives that have become especially dirty
- Wipe down cubbies

##### ***Writing Center***

- Straighten and restock. Check for dried-out (markers/glue) or broken items.
- If we are running out of something, please make a list for the Director.

### ***Dramatic Play***

- Straighten
- Check for items that may have broken or need to be fixed. Let the Vice-President know.
- Check play clothes to see if any need to be washed; if so, put them in the laundry for Housekeeping: General. If there are many that need to be cleaned, please coordinate with Housekeeping: General. If any play clothes need to be mended, set them out for the Vice-President, or let the teachers know, or hand them to the seamstress.
- Wash/sanitize all play food/dishes.
- Wash/sanitize dolls as needed, at least once per semester.

#### **Weekly:**

- At year's end, help with the disbursement of classroom projects (i.e., things that have been displayed/hung up in the classroom)

#### **Coordinate with:**

- Teachers
- Treasurer: for any reimbursement of supplies

#### **References: (People to contact, company referrals, etc.)**

Discount School Supplies

#### **Comments:**

- This position needs to coordinate with the teachers on an ongoing basis to be sure all areas are covered.

**Hilltop Preschool**  
**Job Description Outline**  
**Classroom Project Assistant: Blooms/Blossoms**

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**Job Description:** Consults and assists teachers on upcoming classroom projects. Helps gather necessary materials for projects. May also help with the purchase of curriculum supplies.

**Job Responsibilities:**

**Weekly:**

- Coordinate with Teachers on what needs to be done.
- The filing of classroom projects

**Monthly:**

- Possibly assist teachers with classroom documentation and children's portfolios.
  - Coordinate with: Teachers
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- Treasurer: for any reimbursement of supplies

**Comments:**

- This position needs to coordinate with the Teachers on an ongoing basis to be sure all areas are covered.

**Hilltop Preschool**  
**Job Description Outline**  
**Exterior Maintenance: Adopt an Area**  
**Sheds and Yard Cleaning**

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Job Description: Responsible for the cleanliness and organization of the outside storage closets, and also responsible for the overall cleanliness of the yard.

**Job Responsibilities:**

**Weekly:**

- Straighten storage closets to be sure everything is organized and has been put back where it goes.
- Wash down the cement and picnic tables
- Pick up any trash in the yard.
- Visual inspection of the yard and play equipment to ensure everything is okay. Report any hazards to the Director and Maintenance Chair.

**Coordinate with:**

- Housing & Maintenance Chair

**References: (People to contact, company referrals, etc.)**

**Comments:**

- Washing down the play yard should be done before or after school when children are not present (they may slip in the water).

**Hilltop Preschool**  
**Job Description Outline**  
**Exterior Maintenance: ZONE # 1 COMPOST**

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Job Description: Responsible for the upkeep of the compost pile located in the back of the yard near the woodworking shed. It will need a weekly sprinkling of water, turning over with a pitchfork or shovel, and feeding the compost.

Job Responsibilities:

Coordinate with:

- Director and Teachers

References: (People to contact, company referrals, etc.)

Comments:

- This position needs to work closely with the teachers, as they will have special curriculum projects and ways that children can help. The Director is also involved.

**Hilltop Preschool**  
**Job Description Outline**

**Exterior Maintenance: ZONE # 2 – WEED AND PLANT AROUND  
THE DECK**

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Job Description: Responsible for the weeding, deadheading, and pruning of the flowerbeds surrounding the deck. May include other gardening projects, such as planting and tilling the soil. Coordinate with the Director and Teachers on projects and how children will be involved.

**Job Responsibilities:**

Weekly:

- Weed around the deck area
- Trim dead leaves
- Remove dead plants; if uncertain, check with the teachers.

Coordinate with:

- Director and Teachers

References: (People to contact, company referrals, etc.)

Comments:

- This position needs to work closely with the Teachers, as they will have special curriculum projects and ways for children to help. The Director is also involved.

**Hilltop Preschool**  
**Job Description Outline**  
**Exterior Maintenance: ZONE # 3 – THE 3 RAISED BED**  
**PLANTERS**

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Job Description: Responsible for the weeding, dead heading, pruning, tilling the soil and prep for planting of the raised bed planters. Will include gardening projects such as planting seeds and seedlings.

**Job Responsibilities:**

**Weekly:**

- Weeding
- Staking up plants
- Add soil when needed

**Coordinate with:**

- Director and Teachers

**References: (People to contact, company referrals, etc.)**

**Comments:**

- This position needs to work closely with the teachers, as they will have special curriculum projects and ways that children can help. The Director is also involved.

**Hilltop Preschool**  
**Job Description Outline**  
**Exterior Maintenance: ZONE #4 – YARD CLEANING AND**  
**WOODEN LOGS**

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Job Description: Responsible for the wooden logs and the outside yard's tidiness. Sweeping the platform deck, collecting all trash from the yard, picking up left-out sand toys, and returning them to the containers.

Job Responsibilities:

- Weekly

Coordinate with:

- Director and Teachers

References: (People to contact, company referrals, etc.)

Comments:

This position needs to work closely with the teachers, as they will have special curriculum projects and ways that children can help. The Director is also involved.

**Hilltop Preschool**  
**Job Description Outline**  
**Exterior Maintenance: ZONE #5 – PRUNING (ARBORIST)**

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**Job Description:** This job is ideal for someone who has experience or knowledge in pruning fruit trees and vines. We need our apple, orange, lemon, and grapevine trees pruned annually in the winter.

**Job Responsibilities:**

**Coordinate with:**

- Director and Teachers

**References:** (People to contact, company referrals, etc.)

**Comments:**

This position needs to work closely with the teachers, as they will have special curriculum projects and ways that children can help. The Director is also involved.

# Hilltop Preschool

## Job Description Outline

### Exterior Maintenance: Handyman

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Job Description: Responsible for simple repairs and building projects around Hilltop.

#### Job Responsibilities:

##### Weekly:

- Coordinates with Maintenance Chair to see what needs to be done.
- Check in with teachers for any projects.

#### Coordinate with:

- Maintenance Chair, teachers, and director
- Treasure: for budget and any expenses that need to be reimbursed.

References: (People to contact, company referrals, etc.)

#### Comments:

- In the past such duties have included setting up shelves, hanging things, simple repairs to the vacuum cleaner, etc...

**Hilltop Preschool**  
**Job Description Outline**  
**Historical: YEARBOOK COORDINATOR/PHOTOGRAPHER**

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**Job Description:** Responsible for taking photos throughout the year of daily activities as well as special occasions such as fieldtrips, festivals, etc. Responsible for the creation of the Hilltop yearbook. This includes assembling, copying, collecting payment, and disbursing the yearbook. Uses a volunteer staff for the scrapbooking portion—yearbook to be handed out in June.

**Job Responsibilities:**

**Weekly:**

- Take pictures of fieldtrips, birthdays, candid shots, and special events

**Monthly:**

- Check with the Director/Teachers for any photo requests they may have

**Yearly:**

- Assemble, copy, collect payment, and disburse the yearbook.

**Coordinate with:**

- Teachers: What photos are needed for the yearbook
- Director/Teachers: any special projects they may have

**References:** (People to contact, company referrals, etc.)

**Comments:**

- Can use past year's books for ideas of photo opportunities.
- If you can't attend a fieldtrip or special event, please coordinate with someone to take the pictures for you.

**Hilltop Preschool**  
**Job Description Outline**  
**Housekeeping: Adopt-an-Area**  
**Art & Paper Cabinets / Finished Art**

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**Job Description:** Responsible for maintaining the organization and cleanliness of the art and paper cabinets, disbursing finished art, and the weekly cleaning/refill of paint cups.

**Job Responsibilities:**

**Weekly:**

*Art cabinets:*

- Straighten the cabinet. Consolidate any materials that need it (ie, paint, watercolors, etc.)
- Wash any art tools that have become especially dirty
- Wipe down the doors to the cabinet

*Paper Cabinet:*

- Straighten cabinet

*Paint Cups:*

- Wash and refill paint cups. *Finished Art*
- Sort and put in parent/child files any finished art

**Monthly:**

- 

Coordinate with:

- Teachers

Comments:

- Art cabinets include all art, collage, and science supplies.
- In the past, fresh paint cups have put out on Friday mornings. It helps to soak the paint cups in warm water before washing. It is best to replace the paint cups either before or after school so as not interrupt the children while they are painting.
- If you notice we are running out of certain supplies, please make a list for the Director.
- These are basic guidelines. If you see anything that needs to be added or changed, please see the Vice-President.

# Job Description Outline

## Housekeeping: Adopt-an-Area

### Craft Cubby/Science & Nature Table

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Job Description: Responsible for maintaining the organization and cleanliness of the craft cubby (holds the play-dough, modeling clay, etc), Science & Nature Table, and the reading area.

Job Responsibilities:

**Weekly:**

***Craft Cubby***

- Straighten the cubby and materials directly behind the cubby
- Consolidate any materials that need it. Check to be sure that items that can dry out have air-tight containers.
- Wash any tools that have become especially dirty
- Wipe down the cubby

***Science & Nature Table***

- Straighten
- Remove any items that have become damaged or broken. Let Teachers know
- Reading Area***

Straighten

- Check pillows to see if any need to be washed; if so, put them in the laundry. If many pillows need to be washed, please coordinate taking them home to clean.
- Refresh book selection. Can ask Teachers for suggestions.

Coordinate with:

The teachers

Comments:

- These are basic guidelines if you see anything that needs to be added or changed, please see the Vice-President.

Hilltop Preschool  
Job Description Outline

## Housekeeping: Adopt-an-Area Manipulative/Writing Center/Dramatic Play

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Job Description: Responsible for maintaining the organization and cleanliness of the manipulative cubbies, writing center cubby, and the dramatic play area.

### Job Responsibilities:

#### Weekly:

##### *Manipulatives*

- Straighten cubbies. If manipulatives have become mixed up, please sort them.
- Wash any manipulatives that have become especially dirty
- Wipe down cubbies

##### *Writing Center*

- Straighten and restock. Check for dried-out (markers/glue) or broken items.
- If we are running out of something, please make a list for the Director.

##### *Dramatic Play*

- Straighten
- Check for items that may have broken or need repair. Let the Vice-President know
- Check play clothes to see if any need to be washed; if so, put them in the laundry. If there are many that need to be washed, please coordinate taking them home to clean. If any play clothes need mending, set them out for the seamstress.
- Wash/sanitize all play food/dishes.
- Wash/sanitize dolls as needed, at least once per semester.

#### Yearly:

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### Coordinate with:

- Vice-President: inventory

### Comments:

These are basic guidelines if you see anything that needs to be added or changed, please see the Vice-President.

## Housekeeping: General

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Job Description: Responsible for maintaining the organization and cleanliness of the following areas: the kitchen, front entrance, and adult bathroom. Also responsible for the following weekly duties: washing the outside deck, changing the vacuum bag, and restocking the cleaning totes and bottles.

### Job Responsibilities:

#### Weekly:

- Straighten the kitchen area, including the refrigerator, the dry food crates, and the cabinets.
- Sweep and wash down the outside deck with a hose and a stiff broom – preferably on a Monday.
- Straighten the adult bathroom supply cabinet and laundry area
- Sweep the front entrance
- Change the vacuum cleaner bag
- Refill/restock the totes for the “bathroom” and “sink.”
- Refill the cleaning bottle used to clean the snack tables
- Create and check the list for buying maintenance supplies

#### Monthly:

- Clean out and wipe down the refrigerator
- Place lost and found items at the General Meeting for claim.

### Coordinate with:

Treasurer: - If you see we are getting low on anything

### Comments:

- These are basic guidelines. If you see anything that needs to be added or changed, please let the Vice-President know.
- Please be sure cleaning bottles are clearly marked and labeled for each area.

**Hilltop Preschool**  
**Job Description Outline**  
**Housekeeping: Supply Purchaser**

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Job Description: Keeps inventory of housekeeping supplies and shops as needed. Purchases supplies needed for housekeeping, ie, paper products, cleaning supplies.

**Job Responsibilities:**

- See the following guidelines
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**Coordinate with:**

- Director: Any special items that may need to be purchased
- Treasurer or Director: budget and reimbursement

**References:** (People to contact, company referrals, etc.)

- Smart & Final

**Comments:**

# Hilltop Preschool

## Job Description Outline

### Ways and Means: Committee Assistant 1-4

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**Job Description:** Responsible for working with the Ways and Means committee for the two major fundraising events: Fall Festival, Spring Festival, and any other fundraising events. Some job duties may include, but are not limited to, home projects, errands, and working shifts at the events.

**Job Responsibilities:**

- Monthly:** Coordinate with the Ways and Means committee on what is coming up and what needs to be done.

**Coordinate with:**

- Ways and Means Committee

**References:** (People to contact, company referrals, etc.)

**Comments:**

This job is unusual in that the time required may vary throughout the year. A job is usually an hour a week / 4 hours a month / 40 hours a year. This position is based on 40 hours for the year, and the time required will vary and may be in lumps depending on where the greatest need for help is for each event. Coordination with the head of each event on scheduling and available time is key.

## Hilltop Preschool Job Description Outline

### Ways and Means: Fountain Valley Community Foundation Liaison

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Job Description: Responsible for communicating with the FVCF and managing the fundraising opportunities for Hilltop hosted by FVCF that we participate in, ie, FV Fun Run, Poker Tournament, etc.

#### Job Responsibilities:

- Quarterly: Attend a few FVCF meetings throughout the year to maintain our relationship with them, stay up to date on their happenings, offer support for our extended Fountain Valley community via Hilltop liaison's volunteer involvement in FVCF events, ie: donating left over Hilltop auction items as gifts for their poker tournament, volunteering a minimal amount of time(up to your discretion) for one or more of their community fundraising events throughout the year. Present new opportunities to the board for approval. Work with the Ways and Means chairperson(s) and the committee to organize events for Hilltop, create flyers, and generate emails to communicate the details of events that Hilltop is participating in to the general membership.

#### Coordinate With:

- Board
- Ways and Means Chairperson(s) and Committee

#### References:

#### Comments:

# Hilltop Preschool

## Job Description Outline

### Ways and Means: Mailings/Database Lists

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Job Description: Responsible for maintaining the databases and doing the mailings for the fall auction, if this event should take place, donation letters and for the alumni emails.

Job Responsibilities:

Monthly:

*Alumni*

- We conduct Alumni emails approximately three times per year. Check with the Ways and Means Committee to see when they are planned.

*Donation Letters: If an auction should take place*

- Usually, we start sending letters from June to October. Need to coordinate with the Ways and Means Committee on the current status of mailings.

Yearly:

*Alumni:*

- At the end of the school year, update the alumni email lists by adding all co-op and Blooms and Blossoms families who will not be returning the following year.

Coordinate with:

- Ways and Means Committee
- President
- Director

References: (People to contact, company referrals, etc.)

Comments:

- Alumni email addresses and Hilltop return address labels are available for printing onto labels if necessary.
- Letterhead paper is available at Hilltop, envelopes from the Ways and Means Committee, unless you are sending a flyer and purchase stamps yourself (to be reimbursed by the Treasurer). The photocopier will make the copies for you if necessary.