NOTRE DAME ACADEMY

JOB APPLICATION FORM 2018 - 2019					Date		
Name of family working					FACTS I.D. Number		
Name of daughter at Notre Dame					Present Grade Level		
Home Phone #				Cell #			
Email A	ddress of Pa	arent					
		(Sheck the day	(s) that you ca	an w	work	
Check the day(s) that you can work. Place a check mark by all of the jobs for which you wish to be considered.							
	Place a c	heck mark t	by all of the J	obs for whic	h y	ou wish to be considered.	
		WEEK	DAY JO	OBS FO	R	ADULTS	
DAYS:	Mon	Tues	Wed	Thurs		Fri	
		·		-		ist parents but not replace them. eek unless otherwise stated.	
Clean individual restrooms							
Clean large restrooms							
Clean classrooms, chalkboards and hall on a particular floor							
Turn out lights throughout the building one day a week on the same day you do							
regular cleaning							
Clean 6 science labs and chalkboards							
Clean front office and faculty room							
Clean ground floor area							
Clean Fitness Center including restrooms – morning job 7:00 am							
Clean entrance area, auditorium and stage after 4:00 pm							
Cle	ean Collabo	rative Learnii	ng Center				
	7	WEEKI	OAY JO	BS FOR	<u>S</u>	<u>STUDENTS</u>	
All	weekday	jobs for st	udents are	one day ead	ch	week unless otherwise stated	
Clean steps							
Dry mop the gym floor Mon, Wed, Fri before school							
Vacuum carpets in various places once each week							
Clean drinking fountains once each week							
Clean White Boards							

(OVER)

WEEKEND JOBS FOR ADULTS

All jobs are one day each week unless stated otherwise.

Wet mop cafeteria, clean foot savors, straighten chairs, empty trash
Wet mop the kitchen, serving line and hallways
Use Tennant machine on all halls
Wet mop the large restrooms
Wet mop small restrooms
Saturday classroom cleaning after German classes
Clean the halls with the TENNANT machine
Desk Maintenance plus cafeteria chairs weekly
Care of gym facility during volleyball season
Care of gym facility during basketball season
Clean business offices on 1 ½ area
Clean staff offices
Clean chapel
Clean Performing Arts Center - early morning job – 7:00 am
Clean utility cupboards, change mop heads monthly, restock supplies
Outside Restrooms 3 months job Mar – MayJune – Aug
Sept – Nov
Care of the yard (flowers) – once a week in the fall and spring/ paid by the hour
Check outdoor locking daily after 9:00 pm – (7 days)

Please return by April 15, 2018 so jobs can be assigned. You will be notified regarding your work. Preference will be given to those who meet the deadline.

Sincerely, Sister Mary Paul Ann, Sister Mary Rachel SND

Revised March, 2018