

Name of family working _____

Name of daughter at Notre Dame _____ Present Grade Level _____

Home Phone # _____ Cell # _____

Home Address of Parent _____

Email Address of Parent _____

WEEKDAY JOBS FOR ADULTS

Work is to be done by adults. Students may assist parents but not replace them.

Place a check mark by all of the jobs for which you wish to be considered. Check the days that you can work.

DAYS : Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____

- _____ Clean individual restrooms
- _____ Clean large restrooms
- _____ Clean classrooms, chalkboards and hall on a particular floor
- _____ Clean 6 science labs and chalkboards
- _____ Clean front office, mailroom and faculty room, Julia Billiard Conference
- _____ Clean ground floor area
- _____ Clean Fitness Center including restrooms – morning job 7:00 am
- _____ Clean entrance area, foyer, and Heritage Hall
- _____ Supervise and Clean Collaborative Learning Center 3:30 – 5:00 PM
- _____ Supervise the collaborative Learning Center 6:45 – 7:30 a.m. Morning Job
- _____ Care of gym facility during _____ volleyball season _____ basketball season
- _____ Clean 2 ½ and 3 ½ classrooms and area

WEEKDAY JOBS FOR STUDENTS

All weekday jobs for students are one day each week unless otherwise stated

- _____ Clean steps
- _____ Dry mop the gym floor _____ Mon, Wed, Fri before school or _____ Tues, Thurs before school
- _____ Vacuum carpets in various places once each week
- _____ Clean drinking fountains once each week
- _____ Clean White Boards _____ Clean windows

WEEKEND JOBS FOR ADULTS

All jobs are one day each week unless stated otherwise.

- _____ Clean cafeteria using the TENNANT machine, empty trash
- _____ Wet mop the kitchen, serving line and hallways
- _____ Wet mop the large restrooms
- _____ Wet mop small restrooms
- _____ Saturday classroom cleaning after German classes
- _____ Clean the halls with the TENNANT machine
- _____ Desk Maintenance weekly
- _____ Clean business offices on 1 ½ area
- _____ Clean staff offices east end _____ west end _____
- _____ Clean chapel
- _____ Clean Development area
- _____ Clean Performing Arts Center
- _____ Clean Spanish Steps, Auditorium, and Stage
- _____ Clean Collaborative Learning Center
- _____ Clean utility cupboards, change mop heads weakly, restock supplies
- _____ Outside restrooms 3 months job ___ Mar – May or; ___ June – Aug ___ Sept – Nov
- _____ Check outdoor locking after 9:00 pm – 5 days), Mon thru Friday
- _____ Check outdoor locking – after 9:00 pm Saturdays and Sundays

Please return by April 15, 2021 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, 2021