

Closing/Cleaning Helper: one person to clean in each classroom. Wipe of white board, gather the classroom supplies (dry erase markers with red duct tape, tissues, wipes), and put them in the study hall room closet. Collect room signs and any remaining attendance sheets from door facings. Straighten tables and chairs to leave them looking neat. Clean any tables that need it. (Ask a board member who is closing for supplies.) Vacuum any areas that need attention, and put anything in the trash that was missed. Ask what to do next. This is a one-hour position.