

# Art Room Monitor



**Purpose:** The Art Room is used by parents, teachers, and students. Anyone using these spaces is responsible for cleaning up after themselves; however, from time to time, monitoring is needed to make sure all items have been put back where they belong. The Monitor will be responsible for keeping the Art Room clean and tidy.

**Prerequisite/Requirement:** Ability to come to school on a regular basis. Tidy up can be done when dropping off or picking up children. Good for a working parent.

## Job Responsibilities

Beginning of year

- Take a simple inventory of equipment.
- Clean cabinets, reline shelves with clean paper where needed.
- Make sure rules for the area are posted.

Weekly

- Check paper towel, sponge, and cleaning supplies, restock as needed.
- Reorganize/put away equipment in proper places.
- Clean counters and sinks.

Monthly

- Check cabinets, wipe residue, seal lids tight, put supplies and equipment in proper places.

End of year

- Discard unused/opened items, clean shelves of any residue.

**Fiscal Responsibility:** None

**Hours recording procedure:** Hours are to be entered by the job holder on a digital hours-recording platform provided by the PTO.

**Hours earned:** 15

**Reports to:** Art Program Coordinator/K-2 Reps

**Selection Process:** Elected by the General Membership

**Term:** August 15 to June 30

**Revised 4/24**