

## Take Down Volunteer Job Description

- After the children have been dismissed, please begin putting things away in their respective locations. The 5 rectangular tables in Conference Room C can stay set up for the collection counter ministry to use immediately following Kids Rock.
- Take down and put away the 2 round tables that are set up in the Hall. They go on the round table rack in the table storage room in the Hall.
- Help put away the teacher white board divider in the Hall. It goes into the table storage room. It is very heavy, so 2 people should assist with this.
- Put the green teacher drawers away in the storage room located in Conference Room C.
- Put away the curriculum bins from each group in the mechanical storage room located in the Hall on the shelf that is at eye level. The bins are labelled according to what they should contain, and the shelves in the mechanical room are also labelled with what should be on them.
- Pack up the registration items in their respective bins.
- Pick up the mats that are on the floor in each area. The number of mats located in each area stay in the storage rooms attached to those areas.
- All sign in sheets and other important paper work that may have been given by parents when they are signing in their children should be set aside for Michele to deal with. Please don't put private information papers into the storage bins.
- Put away the small step stools located outside each washroom and take down the signs on the outside of the doors of Conference Room C. These go in the mechanical storage room in the Hall.