

Work Study weekly schedule

WELCOME TO CAMPUS! Here's a general schedule of duties during the week. Given what is happening on campus, things will change. We've also included a checklist with accompanying notes to help you find anything you might need. However, feel free to ask any staff person for guidance. Thank You!

Wednesday

10am – Meet n' Greet:

Meet with a staff member in the School Store "Yellow House" and go on CAMPUS TOUR.

Meet with Alex for extra details and calendar

Unpack, settle-in, and enjoy the harbor.

1-3pm – Campus Set-up

Any Time – Checklist items

Thursday

8am – 10am

Blue Building "wake-up" routine (Coffee, sweep/vacuum commons, clean surfaces)

CAMPUS-WIDE: clean all bathrooms, empty garbage cans, etc.

8:30am – check-in with Alex

3pm-4:30 – Help clean/flip breads program (summer)

Any Time – Checklist items

Public Programs (if applicable) – Presentations, Films, Skill shares, Dances! Times vary, tasks vary

Friday

8am – 9am

Blue Building "wake-up" routine (Coffee, sweep/vacuum commons, clean surfaces)

CAMPUS-WIDE: clean all bathrooms, empty garbage cans, etc.

8:30am – check-in with Alex

9am – 5pm – in class or Checklist items

4:30-8pm

Help set-up and run Chili or Pizza Potluck (if applicable)

Tasks include: arrange tables, stock ingredients, EAT FOOD, wash dishes, etc.

Any Time – Checklist items

more on back →

Saturday

8am – 9am

Blue Building "wake-up" routine (Coffee, sweep/vacuum commons, clean surfaces)

POTLUCK REMNANTS (if applicable): Clean and put away leftover dishes, food, trash from Potluck.

CAMPUS-WIDE: clean all bathrooms, empty garbage cans, etc.

Clean up around pizza oven and fire ring

8:30am – check-in with Alex

9am – 5pm – in class or Checklist items

Any Time – Checklist items

Sunday

8am – 9am

Blue Building "wake-up" routine (Coffee, sweep/vacuum commons, clean surfaces)

CAMPUS-WIDE: clean all bathrooms, empty garbage cans, etc.

9am – 5pm – in class or Checklist items

Any Time – Checklist items

Vacuum, trash & recycling from Green Office space and pods

Monday

8am – 10am

Blue Building "wake-up" routine (Coffee, sweep/vacuum commons, clean surfaces)

CAMPUS-WIDE: clean all bathrooms, empty garbage cans, etc.

8:30am – Check-in with Joe/Mike in Blue for tasks and projects

Any Time – Checklist items

Clean & Empty Fridges in Blue and Green (toss items with sticker. Sticker items that don't)

All misplaced Coffee Cups and Air Pots back to Blue

Find all dirty towels and aprons. Give to interns for laundry

Tuesday

8am – 10am

Blue Building "wake-up" routine (Coffee, sweep/vacuum commons, clean surfaces)

CAMPUS-WIDE: clean all bathrooms, empty garbage cans, etc.

8:30am – check-in with Alex in Blue for tasks and projects

Any Time – Checklist items