

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 and go on CAMPUS TOUR.

Meet with Alex for an ORIENTATION, with extra details and calendar overview.

Unpack, settle-in, and enjoy the harbor.

1-3pm – Campus Set-up

Any Time – Checklist items

Thursday

8am – 10am

"Morning rounds" routine (Coffee, clean all bathrooms, empty garbage cans, restock hospitality items)

9am – check-in with Mike or Joe

around 3pm – when cookies arrive, package them and distribute to freezers

Any Time – Checklist items

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

Friday

8am – 10am

"Morning rounds" routine (Coffee, clean all bathrooms, empty garbage cans, restock hospitality items)

9am – check-in with Alex

10am – package and freeze cookies if not done on Thursday.

Any Time – Checklist items

Afternoon break! Don't work too hard! Save energy for the pizza bake 😊

5-8pm

Help set-up and run the Pizza Potluck (spring, summer, fall only)

Tasks include: arrange tables, stock ingredients, slice pizza, eat pizza, wash dishes, etc.

more on back →

Saturday

8am – 10am

"Morning rounds" routine (Coffee, clean all bathrooms, empty garbage cans, restock hospitality items)

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

Clean up around pizza oven and fire ring

9am – check-in with Alex

2pm – help the campus host set up for Fika

9am – 5pm – in class or Checklist items

Sunday

8am – 10am

"Morning rounds" routine (Coffee, clean all bathrooms, empty garbage cans, restock hospitality items)

9am– check-in with Steph in the school store and count cookies

10am – check-in with Mike

9am – 5pm – in class or Checklist items

Any Time – Checklist items

Monday

8am – 10am

"Morning rounds" routine (Coffee, clean all bathrooms, empty garbage cans, restock hospitality items)

9am – Check-in with Joe/Mike in the Facilities office for tasks and projects

Any Time – Checklist items

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

All misplaced Coffee Cups and press pots back to Blue

Sanitize press pots

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 for tasks and projects

Any Time – Checklist items