

Job Description - Scheduling

Non-voting members

- Elected as a non voting officer of the Board
- Attends 3 meetings of the Board per year (August, January, and another of your choice)
- Sends a brief monthly report to the President before Board meetings
- Does not vote but is welcome to contribute to discussions
- Is required to do cleaning nights
- On all matters of business, confidentiality is essential.
- Along with all the members of the co-operative, is responsible for the health and safety of LCNS children.
- Participates in June orientation and handover meeting

Summary of Role

Create monthly snack menu and duty parents schedule including cleaning night schedule, oversees snack committee

Reports to: President/VP, Works closely with teachers

Details and helpful tips for Role

All scheduling files are kept in “Drive” section of lakeshorenursery.scheduling@gmail.com email address.

Shopping Committee

- Work with snack committee and supervisor to set up a grocery shopping schedule based on which days parents will be at the school.
- Shopping should be done 3 times per month.
- It is helpful if these dates are added to the snack calendar

Snack Schedule

- An 8 week rotating menu is used to schedule snacks

- Check with Health Officer and Supervisor regarding any allergies and/or changes to snack options (Start of school year)
- Add specific fruits and veggies from the rotation list
- Schedule fresh fruits and vegetables right after the shopping dates, produce that lasts longer later in the rotation and frozen or canned fruits/vegetables near the end of the period
- Check with teachers occasionally regarding children's preferences
- Suggest new ideas for snacks
- For your reference, here is a link to the nutrition requirements we must follow:
<https://www.odph.ca/upload/editor/cuser/PG-Final-EN-AODA-Jan-19-2018.pdf>
- Menu and Schedule needs to be made by 20th for upcoming month
- Send to teachers for snack verification / additional info
- Add other events on the calendar (holidays, PA days, field trips etc.)
- Be sure to save the schedules from month to month
- When completed and checked, email a copy of the schedule to the secretary for the newsletter. A copy also needs to be printed and posted in the classroom.

Duty Schedule

- Schedule laundry duty every week, green bin duty every week and recycling duty every 2 weeks.
- Duties will be recorded on the snack calendar. It's helpful if they are in a different colour ink.
- The easiest way to schedule this is to pick a class and go through the list to assign the job to each family. For example, if laundry is going home on Mondays, you will go through the Monday class list and each family will be assigned a turn. When you get through the list, the laundry duty can be switched to the Tuesday class.
- Note: Non participating families do not do duties or cleaning nights
- Keep tally of duty parents to ensure equal times/positions (make sure to adjust for additions / withdrawals / participation changes etc.)
- If parents are unable to complete their duty, they are responsible for asking another parent to switch.
- Note: laundry, recycling, garbage and blue box are all done on cleaning night so you may not need to schedule those jobs around the cleaning night.

Cleaning Night Schedule

In September: create a google form for families to sign up for cleaning night dates from Sept to Jan. Check with Supervisor and President to confirm dates for cleaning nights.

- Schedule at least 5 people per month, more in Sept and May/June when outdoor toys need to be cleaned as well

- Send the form to Board Members first. Ask Board members to sign up so there is one board member for each month.
- Send to families and ask them to each sign up for one month. Give a deadline for signing up.
- Check to be sure that all families have signed up.
- Any families that do not sign up will be assigned a night (participating families only)
- After families sign up, they are responsible for finding a replacement if they cannot attend. It is not the responsibility of the scheduling officer to make changes to the schedule.

Notes re cleaning nights: President does not do any cleaning nights. Other voting board members do one each, non voting board members and committee families are responsible for at least 2. Families with more than one child registered may be asked to do a third cleaning night. Committee families may be asked to do an additional (third night) if we are short volunteers.

Create and maintain a list of parents who are willing to do cleaning nights for payment. You can share this list with any families who request the information.

Check with the president about how to collect this information (ask at the AGM, send an email, etc)

In DECEMBER / JANUARY: Create a google form for parents to sign up for cleaning nights from Feb-June. Use same process as in Sept sign up.

MONTHLY:

- Send reminder to families scheduled for cleaning night on the Monday before they are scheduled. Check with supervisor and president for any changes to the email template and to see who the team lead for the evening will be.
- Send the secretary a list of those scheduled for cleaning night the next month to be included in the newsletter