

# **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**

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**10am** – Meet n' Greet:

Meet with the Intern Host in the School Store "Yellow House" and go on CAMPUS TOUR.

Meet with Ben for extra details and calendar

Unpack, settle-in, and enjoy the harbor.

**1-3pm** – Campus Set-up

**Any Time** – Checklist items

## **Thursday**

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**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 Ben

**3pm-4:30** – Help clean/flip breads program

**Any Time** – Checklist items

**Public Programs** – Presentations, Films, Skill shares, Dances! Times vary, tasks vary

## **Friday**

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**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 Ben

**9am – 5pm** – in class or Checklist items

**Any Time** – Checklist items

*more on back →*

## **Saturday**

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### **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 Ben

**9am – 5pm** – in class or Checklist items

### **4:30-8pm**

Help set-up and run Chili or Pizza Potluck

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

**Any Time** – Checklist items

## **Sunday**

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### **8am – 9am**

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

POTLUCK REMNANTS: Clean and put away leftover dishes, food, trash from Potluck.

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

Clean up around pizza oven and fire ring

## **Monday**

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### **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 Matt/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**

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### **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 Ben in Blue for tasks and projects

**Any Time** – Checklist items