

Sunnymont Job Binder

Toy Repair Coordinator

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Job description
Revised 7/2005

Term of office: Sept to May
Weekend Maintenance: Yes
Reports to: Facilities Coordinator
Materials: Folder with job description

Function:

The Toy Repair coordinator provides for the maintenance and repair of all outdoor toys, furniture, and small toys within the school.

Responsibilities:

1. Fix toys as necessary. Large projects can be done at work parties. Toys in need of repair will be placed in the bucket in the work room, or teachers will write you a note making you aware of the repairs needed. Please try to work quickly to repair toys as teachers and children can not use the toys while you have them.
2. Before school starts in the fall, check all of the wheel toys to be sure they are in working order. Lubricate and fix as needed. Squeaking is OK, however; do not oil for squeaking. Kids like squeaking.
3. Keep all tricycles, wagons and other wheel toys in good repair, including greasing wheels and changing worn or broken parts. Order parts if necessary.
4. Continually check and repair other toys, such as big blocks, kitchen set, etc, and also small furniture such as tables and chairs.
5. Keep in contact with Facilities Coordinator and report any problems or suggestions. Also, submit a list of members who do any extra or special work in this area to the Facilities Coordinator.
10. In May, turn in your folder with Job descriptions and notes about what you repaired this year and how to the Jobs Coordinator.

Sunnymont Annual Job Record Sheet

JOB:	School Year:
Job Holder:	
Phone:	Email:

JOB ACTIVITY:

RECOMMENDATIONS FOR NEXT YEAR: