



**Woodinville Toddler Group**  
**Job Description**  
**MONTHLY TOY CLEANER POSITION**

**Summary:** The Monthly Toy Cleaners are responsible for thoroughly cleaning and sanitizing the classroom environment and toys. 2-3 people work to complete this task once a month.

**Estimated Time Commitment:** ≈2 hours/month, depending on amount of items to be cleaned

**Important to Note:**

- **Children are not allowed** in the building due to the use of cleaning products and insurance purposes.
- This position is designated as a WTG Clean-Up Team position and will receive a **50% reduction in tuition**.
  - Monthly Toy Cleaners **must complete all responsibilities** laid forth in this job description to receive the tuition reduction.
  - Because this is such an important position, **arrangements must be made to clean on a different day** if an absence were to occur. This change **must be approved** by both the Instructors and the Church management.
  - Retroactive fees will be applied if there is failure to perform your duties in the event of an absence.
- One toy cleaner will need to check out a key that opens the church's main door as well as the outside shed and learn how to set the alarm system.
- Bleach is used during cleaning.

<b>Task Calendar for Monthly Toy Cleaners</b>	
<b>Month</b>	<b>To Do</b>
October through May	<ul style="list-style-type: none"> <li>● Clean the classrooms once a month, at the beginning of each month               <ul style="list-style-type: none"> <li>○ This includes December and April, when we have extended breaks.</li> </ul> </li> <li>● Work with your partner(s) and the instructors to choose the best day of the week for cleaning per the following guidelines (<i>exact times tentative until the year begins</i>). Clean on the <b>same day</b> for the <b>remainder of the year</b>.               <ul style="list-style-type: none"> <li>○ Tuesdays or Thursdays – 1:45 to 3:45pm (Class does not end until 2:00, however you may come in earlier to start setting up the kitchen and to begin cleaning toys in the basket in the closet)</li> <li>○ Wednesdays or Fridays – 11 to 1 pm (same note as above, with class ending at 11:15am)</li> <li>○ Mondays, anytime in the morning (Class is not held on Mondays, so everything will be locked up. Occasionally we will have school events on Mondays as well. This is not a preferred time, as you are unable to speak with an instructor before cleaning.)</li> </ul> </li> <li>● Please get approval from instructors and church office if you are coming in on a day we do not have school.</li> </ul> <p><b>**Options for cleaning toys placed in the Miscellaneous Toy basket:</b>            Sometimes the Miscellaneous Toy basket in the Art Closet can fill up quickly. An option to help with this is to have each toy cleaner take turns taking the toy basket home to clean. Approximately mid-month, a toy cleaner would take the toy basket home, clean and sanitize the toys as usual, and return everything to school to be put away correctly. If you choose this option, please work with your partner(s) to ensure that work is distributed equitably.</p>
End of May	<ul style="list-style-type: none"> <li>● Perform the End of the Year cleaning after classes have ended. This cleaning is less intensive.</li> </ul>

## Cleaning Overview:

- Bleach, soap, Windex, scrub brush, rubber gloves, towels and washrags are provided
- All toys should be removed from toy shelves and cleaned according to directions based on material (such as plastic or wood toys, musical instruments, beanbags, etc). Each toy-shelf and large item (such as puppet stand, basketball hoop, inflatable pool, bubble machine, etc) is cleaned. Depending on the sensory item, the sand table may need sifting and/or removed.
- Items in the Miscellaneous Toy Basket are washed, dried and returned to the appropriate location
- Match small pieces into a Ziploc bag before placing inside the curriculum tubs.
- Vacuum any remaining sensory materials missed during the week.
- Empty any water collected and refill 3+ moisture containers in the outdoor shed with new pellets.
- Toddler Toilet Seats, Infant Chair, and Diaper Changing Tables in the bathrooms must be cleaned.
- Clean the windows and windowsills, looking especially for dripped activity paint.
- Any toys or equipment that appear to have mold inside or that need repair should be brought to the attention of the instructors.

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