

Daily Table Jobs

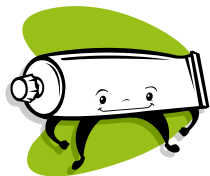
Jobs change every 3 weeks or each UNIT. Each person is responsible for a job within their color table group.

Distribution Manager



- ⇒ Get out **table folder** at beginning of each period
- ⇒ Put away **table folder** at end of clean-up
- ⇒ **Collect papers** from table for turn-in basket

Materials Manager



- ⇒ Get out **needed table materials** at beginning of each period
- ⇒ Put away **needed table materials** at end of clean-up
- ⇒ Request special supplies from teacher if needed

Trash Collector



- ⇒ Collect any recyclables or trash from the table to put in correct bins
- ⇒ Check for garbage or materials on the floor

Table Cleaner



- ⇒ Dust off or wash off table at the end of the period
- ⇒ Return spray bottle and rag to correct sink

Backup Jobber(s)

- ⇒ Does any job for anyone that is ABSENT
- ⇒ Helps out with bigger jobs or at request of teacher.