



Community Jobs Handbook

Version 2, 2023



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Revision History

Date	Revision	Detail
03/08/2021	V1 DRAFT	First developed
27/01/2023	V2 Final	Updated information, removed cleaning roster

Welcome

This Jobs Handbook is a reference book that contains details you may want to know about how Community Jobs work at Kerry Street Community School. You aren't expected to do everything immediately and 'get it right' straight away, first relax and spend some time settling your child into Kerry Street, get to know the teachers and parents around you and enjoy yourself.

Feel free to spend some time exploring the school and finding out where everything is. Check out the office, kitchen, and vegetable gardens in the front yard and in the Wilderness Area, and don't hesitate to introduce yourself to other parents and teachers. We love to meet new families!

We aim to hold a community jobs induction in Term 1 of each year. If you miss this, please ask questions! Our administration team can help direct you to the right person.

Family Jobs Summary		
<p>Families are responsible for completing jobs each term or paying levies in lieu of participating. It is the also the responsibility of each individual family to keep track of the hours worked and to return all completed paperwork required by the specified due date each term or a levy will be charged.</p>		
	Lunch	Community Job
Hours per family per term	4 hours minimum	10 hours minimum
Levy Option per term	\$100	\$250
Contact person	Community Job Coordinator	Community Job Coordinator
How to participate	Sign up to cook at the beginning of each term on the kitchen roster	Contact Community Job Coordinator to sign up for tasks each term
Record Keeping	<ul style="list-style-type: none"> ✓ Complete online Food Handling course; ✓ Complete paperwork in lunch folder on day worked; and ✓ Present receipts to kitchen coordinator for expenses refund. <p>Please note: The Administration Office does not supply cash upfront to cover lunches. Please contact the Kitchen Coordinator a week in advance if you require upfront payments.</p>	<ul style="list-style-type: none"> ✓ Record jobs completed and hours worked on individual family log; and ✓ Email completed log to Community Job Coordinator at the end of each term. <p>Please note: If records are not received by the date specified by Coordinator, the levy will be invoiced. Incomplete hours will be invoiced at \$25.00 per hour. Invoices will not be waived for late submissions.</p>
Notes	Organised through a roster system and requiring one day's work per term.	<p>May be completed via a variety of tasks during the term.</p> <p>Busy Bee and Cleaning roster participation count towards Community Job hours.</p>
Sole parents	Community Job requirements reduced by 50% Authorised by Principal/Bursar	

School Lunch

School lunch is a fundamental part of KSCS. Through our school lunch system we are able to provide a variety of cheap, nutritious meals for our community. We understand it may be daunting to cook for a large group, however, the Community Jobs Coordinator/s can organise a buddy to cook with you if you would like. Cooking school lunch can be a very rewarding way of spending time at school.



Timetable

This job can take a bit of time, so you need a free day (usually 10:00am – 2:00pm minimum) to complete all tasks:

10:00am	Prepping and cooking
12:15pm	Setting up dining room for lunch
12:30pm	Serve food
1:00pm	Relax and eat yourself! Tidy-up kitchen and table area, dishes, rubbish removal (waste, compost, and chicken scraps)

Kitchen Roster

At the start of each term the roster is advertised in the KSCS Parent and Extended Family Facebook group and displayed on the fridge in the main kitchen. It is up to you to nominate a date to cook.

It is your responsibility to contact and arrange a swap with another parent if you can't do your assigned day. The Community Jobs Coordinator can help you with this.

You are more than welcome to share your lunch duty with another parent. If one parent cooks and the other serves, the hours are split and each family records 2 hours each. If both families cook and serve together (E.g. in order to support a first time cook), both families record 4 hours.

Families are also invited to cook more than once per term. Additional cooking days contribute 4 hours towards your termly community jobs requirement.

Before your cooking day

ALL cooks must complete the online food handling course and forward the completion certificate to the Kitchen Coordinator at kitchen@kerrystreet.wa.edu.au. The link is <https://www.ehawa.org.au/events/category/foodsafe-online-43>

On the payment page use the City's unique discount voucher "FSCBURN315" and you will receive FoodSafe Online free of charge.

Please familiarise yourself with the KSCS Food and Nutrition policy before cooking (on our website or in the office). We aim for additive-free, fresh food, and organic where possible. A fresh salad with every meal is a good idea.



On your cooking day

To judge how many to cater for, looking back through the lunch sign-up lists will show you how many usually sign up for that particular weekday. It is always worth cooking extra just in case there are last minute sign ups.

Make sure you have checked how many vegetarian, vegan, gluten-free, dairy-free, and children with allergies that need to be catered for too. An updated list of these children is displayed on the kitchen wall and listed on the sign up sheet. Please check the fridge, freezer, pantry, and vege gardens for items to use (including left-overs) before buying ingredients.

The daily school lunch budget is \$50 and you will be reimbursed your expenses up to this amount by returning your receipts to the Office. Alternatively, you can have your reimbursement credited to your child's school lunch payments.

Dining room preparation includes: setting out chairs, putting out a tub water on the little table at

the end of the kitchen bench for the children to rinse their dishes when finished, putting out the cutlery caddies at the end of the bench, and be ready to serve at 12:30.

Kindergarten children are served first. A staff member and/or Year 5/6 Kitchen Leader will help call the children up and tick them off the list so you can concentrate on serving. If a child doesn't eat, their name is crossed off the list and they are not charged. The staff member assists with monitoring of dietary requirements.

Setting aside plates of food for the teachers on the list is welcome, as they often aren't able to get their lunch until later in the break.

Clean-up includes placing left-over food in the freezer or fridge (sealed, labeled and dated), wiping tables and benches, stacking the dishwasher, washing dishes by hand, emptying waste, compost, and chicken bins, and generally leaving the kitchen how you found it.



Community Jobs

KSCS community jobs are specific tasks that each family takes on to help our school run smoothly, cooperatively, and fairly. In a larger school, many of these jobs are completed by paid contractors. In order to keep fees low and to foster a sense of belonging at Kerry Street, families are responsible for contributing skills, expertise, and time. Remember, you can always pay the levy if you are unable to participate, though taking on a job is a great way to get to know the school and to feel part of it.

You are expected to complete at least 10 hours of work per term as part of the community jobs requirement.

Ongoing opportunities to accrue community jobs hours include:

- Busy Bee – held each term (usually at the end of week 2)
- Additional school lunch duties
- Committees

Families are emailed a community job hours log at the beginning of each term. It is the responsibility of each family to complete this form and send it back to the community jobs coordinator/s at the end of each term, by the date specified. If the form is not returned you will automatically be charged the levy. Incomplete hours will also be charged a levy on a pro rata basis.

Types of jobs

There are a range of ways to accumulate community jobs hours, some options include:

- school washing once a week
- sweeping/tidying the outside of the school (never ending!)
- join a committee for example marketing, Reconciliation Action Plan working group, event planning
- building / maintenance projects
- helping organise the school camp
- scholastic book order coordination
- grant researching and writing
- graphic design
- shelving library books
- becoming a class rep
- gardening
- rubbish removal
- end of term/year clean up

There are many more opportunities! If you have another idea about how you could contribute to KSCS, don't hesitate to let the Community Job Coordinator know.

Busy Bee

KSCS holds a Busy Bee on the third Saturday of each Term, to catch up on bigger jobs and ongoing maintenance. Occasionally a Busy Bee may be scheduled for later in the term to incorporate a project or upcoming event preparation.

Our Busy Bees are a great way to meet other families and to start getting to know the school inside and out!



Busy Bee Documentation

Busy bees contribute to community jobs hours. A sign in/out sheet will be displayed at the Busy Bee, ensure you record your time present. Make sure you also note your hours of participation on your community jobs timesheet.

Children are welcome to attend. Please make sure you keep an eye on your children and you don't leave the grounds without ensuring there is another parent in charge of them. Supervision of children is not provided by staff.

Morning tea is provided, but it's a good idea to bring snacks for your children as they may get hungry early or not like what is on offer.

Tasks

There are always plenty of jobs to help with. Some regularly listed items include:

Outside Maintenance

- tree pruning,

- grass cutting
- pulling weeds
- sweeping outdoor areas
- tidying and organising loose parts

Indoor Maintenance

- Wiping surfaces
- Cleaning fans
- High dusting

Kitchen

- Clean under appliances and benches
- Clean oven and exhaust

WHS tasks

- Check tension bolts on playground equipment
- Fix shelving to walls

You don't need to have any particular skill to participate, just be willing to give something a go. If you do have skills that could benefit a project or equipment for a particular task, then please make yourself known to the Busy Bee Coordinator.

Cleaning Supplies

The cleaning cupboard is the locked cupboard located next to the indoor staff toilet. All cleaning products are kept here. If you are running low on a product, please let the Cleaning Coordinator know. Please ensure this cupboard is kept locked as cleaning products and potential hazardous chemicals are stored here.

Cleaning implements are stored in the cleaning cupboard located in the undercover area. This includes brooms, mop buckets, dustpan brushes, and other items. The key is on the cleaning keys which you can get from administration.

The vacuum is stored in the library.

Additional cleaning supplies such as toilet rolls and hand towels are stored in the cupboard with sliding doors, next to the indoor staff toilet.

We try and use natural products as much as possible. KSCS also has a special biological cleaner for the boy's toilet, which is blue and should be clearly labelled. This is to be used on the urinal and floor in front of the urinal. There should be a special attachment in the bottom of the urinal that helps with this process. Just, spray and wipe around the outside of the urinal. The

biological cleaner can also be used for the other toilets (particularly the male student toilet). Please do not use any other chemical on the urinal.

Cleaning cloths are located in the pantry and are colour coded and clearly labelled for purpose, please ensure the correct colour is used depending on the job you are undertaking. All used cloths and towels are to be placed in the washing basket.

Safety

Please remember that we only want people to operate within their scopes of competency and comfort. **If you don't know how to use a specific piece of equipment, or if a job is too much for you to handle on your own, please see the Busy Bee Coordinator and/or ask for help.** Alternatively, if you happen to hold a specific 'ticket' to undertake any specialist tasks, please also let the Busy Bee Coordinator know.

It is always helpful to bring along tools and other items such as:

- Work/garden gloves
- Tested and tagged or battery-operated power tools including leaf blowers, whipper snippers
- Hand tools / toolbox – for things like screw drivers, hammers/mallets, etc
- Garden tools and/or equipment like rakes, shovels, wheelbarrows, trolleys, etc
- Trailer
- Tip passes
- Ladders
- Anything else you think might come in handy



Outdoor cleaning storage



Chemical storage



Indoor chemical storage

Busy Bee Safety

- Keep an eye on your children, no children are allowed beyond the flags in the Wilderness space.
- If using power tools, ensure the surrounding area is clear. Use a RCD if cords are not 'tested and tagged'.
- If you don't know how to use a specific piece of equipment, or if a job is too much for you to handle on your own, please stop and ask for help.
- General principles of manual handling should be observed, i.e. lift close to the body, bend the knees, turn the feet do not twist the body, share the load, use team lift for heavy items.
- Any work involving the risk of falling >2 m is classified as HIGH-RISK WORK and should only be undertaken by workers with appropriate training and equipment.
- Ladders should be secured against movement by a second person and supported from a firm, level, non-slip surface and three points of contact used when climbing.
- Don't reach into obscured crevices where snakes, insects or spiders could be.
- Observe Sun Safe behaviour – sunscreen can be found beside the kitchen bench.

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Coordinators

Each year we offer Coordinator positions to the school community as a form of fee relief for families in need of financial assistance. Having parents/carers fill these roles not only provides financial support to families but also supports the school to keep fees low.

Positions are advertised prior to each school year commencing and/or when a position becomes vacant. In order to be equitable, interested parties are invited to email an expression of interest to the Principal regarding the position they are interested in. As the positions will be allocated based on need, it is also a requirement that financial need is demonstrated.

These positions are paid at a rate of \$30 per week. This includes:

- up to two hours of work per week required, a maximum of 20 hours per term.
- paid \$30/hr for the first hour a week, applied to outstanding fees, a maximum of \$300 term.
- one hour a week applied to community job requirements, a maximum of 10 hours per term.
- lunch roster participation or levy still required.
- hours must be recorded on Coordinator timesheets; Coordinators will only be paid for work completed

Please be aware that all payments are reported to the ATO, you will be issued with a payslip, and we will require your tax file number.

Positions available are reviewed each year however, generally the following positions are offered:

- 1 x Community Jobs Coordinator
- 1 x Kitchen Coordinator
- 1 x External Maintenance Coordinator
- 1 x Internal Maintenance Coordinator
- 1 x Public Relation Coordinator
- 3 x Cleaning Coordinators

Read on to find out more about each role.

Community Jobs Coordinator

Role Outline

The position of the Community Jobs Coordinator consists of managing community jobs and disseminating information to the community. The community jobs coordinator is also responsible for rostering people for a variety of jobs.

Responsibilities and Duties

- ✓ Gather, organise, and keep up to date with community jobs that need to be completed
- ✓ Create and fill rosters for school lunch and cleaning duties including finding replacements for cancellations
- ✓ Liaise with admin assistant to develop busy bee jobs list
- ✓ Source / help to source tools and materials required to complete community jobs
- ✓ Support Principal to advertise and fill parent coordinator positions
- ✓ Communicate with families about community jobs
- ✓ Answer community questions regarding community jobs and rosters

Compensation and requirements

- ✓ This position requires 20 hours service per term:
 - 10 paid hours at \$30.00 per hour
 - 10 hours to be credited against Community Jobs hours
- ✓ Monies earned will be credited against school fees
- ✓ Only actual hours worked and submitted via timesheet will be credited
- ✓ Hours worked to be recorded on the Coordinator's Community Jobs timesheet and submitted to Administration before advertised date

External Maintenance

Role Outline

The position of the External Maintenance Coordinator consists of maintaining the school grounds and gardens and participating in the Workplace Health and Safety subcommittee.

Responsibilities and Duties

- ✓ Check WHS folder for maintenance items and carry out repairs where appropriate
- ✓ Mow all lawns
- ✓ Sweep grounds around school to remove debris
- ✓ Rake sandpit
- ✓ General garden and weed maintenance
- ✓ Member of Workplace Health & Safety committee
- ✓ General organisation and maintenance of tools and materials
- ✓ Waste management
- ✓ Regular reticulation audit and ongoing maintenance

Compensation and requirements

- ✓ This position requires 20 hours service per term:
 - 10 paid hours at \$30.00 per hour
 - 10 hours to be credited against Community Jobs hours
- ✓ Monies earned will be credited against school fees
- ✓ Only actual hours worked and submitted via timesheet will be credited
- ✓ Hours worked to be recorded on the Coordinator's Community Jobs timesheet and submitted to Administration before advertised date

Internal Maintenance Coordinator

Role Outline

The position of Internal Maintenance Coordinator consists of maintaining indoor spaces across the school.

Responsibilities and Duties

- ✓ Manage library:
 - Re-shelve books as needed
 - Add new books into library borrowing system
 - Coordinate library borrowing system
- ✓ Organise and maintain laundry sink
- ✓ Manage lost property:
 - Advertise items within school community
 - Remove items to Op shop at the end of each term
- ✓ Check general internal maintenance

Compensation and requirements

- ✓ This position requires 20 hours service per term:
 - 10 paid hours at \$30.00 per hour
 - 10 hours to be credited against Community Jobs hours
- ✓ Monies earnt will be credited against school fees
- ✓ Only actual hours worked and submitted via timesheet will be credited
- ✓ Hours worked to be recorded on the Coordinator's Community Jobs timesheet and submitted to Administration before advertised date.

Public Relations Coordinator

Role Outline

The position of Public Relations Coordinator consists of coordinating and managing Parent Forum and all overseeing all community events.

Responsibilities and Duties

- ✓ Organise and coordinate Parent Forum
- ✓ Monitor and track parent forum finances
- ✓ Allocate buddy families for new enrolments
- ✓ Communicate events to the community and foster participation
- ✓ Oversee classroom parent representatives
- ✓ Coordinate fundraisers such as WGAC toilet paper
- ✓ Coordinate end of semester teacher hampers/gifts
- ✓ Monitor Parent Forum Facebook group
- ✓ Promote school via social media platforms

Compensation and requirements

- ✓ This position requires 20 hours service per term:
 - 10 paid hours at \$30.00 per hour
 - 10 hours to be credited against Community Jobs hours
- ✓ Monies earnt will be credited against school fees
- ✓ Only actual hours worked and submitted via timesheet will be credited
- ✓ Hours worked to be recorded on the Coordinator's Community Jobs timesheet and submitted to Administration before advertised date

Cleaning Coordinator

Role Outline

The position of the Cleaning Coordinator consists of maintaining appropriate inventory, safety data sheets, and supply levels of cleaning materials, and cleaning the school twice a week.

Responsibilities and Duties

- ✓ Purchase cleaning materials as per guidelines
- ✓ Maintain Material Safety Data Sheets for all chemicals
- ✓ Maintain cleaning equipment
- ✓ Complete WHS documentation to identify hazards or maintenance requests
- ✓ Clean school twice a week as per cleaning checklist

Compensation and requirements

- ✓ This position requires 20 hours service per term:
 - 10 paid hours at \$30.00 per hour
 - 10 hours to be credited against Community Jobs hours
- ✓ Monies earned will be credited against school fees
- ✓ Only actual hours worked and submitted via timesheet will be credited
- ✓ Hours worked to be recorded on the Coordinator's Community Jobs timesheet and submitted to Administration before advertised date

Kitchen Coordinator

Role Outline

The position of the Kitchen Coordinator consists of coordinating all aspects of the kitchen operation. The Kitchen Coordinator is expected to maintain appropriate inventory and supply levels of basic kitchen items, monitor daily kitchen maintenance and complete monthly maintenance checks, and track and reconcile finances concerning school lunch payments (incoming and outgoing).

Responsibilities and Duties

- ✓ Kitchen finances:
 - Review lunch sheets and total payments due
 - Monitor bank account and track for payments
 - Track family lunch debts and notify when accounts are overdue
- ✓ Regular kitchen maintenance:
 - Oversee daily fridge and freezer temperature checks
 - Confirm parent cooks jobs are completed (dishwasher run, kitchen cleaned, oven wiped)
 - Oversee worms are fed and compost and general waste bins emptied
 - Purchase milk, condiments and basic kitchen supplies
- ✓ Ensure termly kitchen maintenance is completed at busy bee:
 - Liaise with Administration following busy bee to check which tasks were completed
 - Wipe shelves under bench
 - Clean pantry shelves
 - Check dates on food
 - Check and panty moths
 - Rangehood top wipe and dust
 - Window runners clean
 - Clean bench frames
 - Oven clean
- School lunch assistance:
 - Assisting with quantity planning
 - Ensure new parent cooks complete online Food Handling course and record participation accurately

Compensation and requirements

- This position requires 20 hours service per term:
 - 10 paid hours at \$30.00 per hour
 - 10 hours to be credited against Community Jobs hours
- Monies earnt will be credited against school fees
- Only actual hours worked and submitted via timesheet will be credited
- Hours worked to be recorded on the Coordinator's Community Jobs timesheet and submitted to Administration before advertised date.

Appendices

Community Jobs Timesheet

Community Jobs Term X, 202X		
Family Surname/s:		
Return to Jobs Coordinator by 5pm Friday _____ ksjobscoordinator@gmail.com		
Date	Task Completed	Hours
Total	Hours Completed	
	Hours to be invoiced	

Coordinator Timesheet

Coordinator Timesheet – 202X			
Your Name		Term	
Role			

Please note: Your Coordinator role is anticipated to require at least two hours of work from you per week. Provided you complete this work, your family’s Community Jobs levy will be waived.

Date/s	Task/s Completed	Hours
Total Hours Completed		