Office Assistant Check List

1. Update Tutor Flags
2. Water/ trim plants
3. Wash chalkboards
4. Wipe down tables/ desk
5. Replace old/ short chalk
6. Push in chairs
7. Fill tutor logs
8. Fill Scrap paper
9. Fill Lollipops
10. Fill pencils
11. Fill timecards
12. Check and empty paper shredder
13. Empty Pencil Sharpener
14. Walk around center – make sure no one is eating/ drinking
15. Check tutoring schedule to see who is tutoring. Make sure tutors are here, on time, etc.
16. Greet everyone with “May I Help You”. NO ONE should get past you unless you know where they are going in the center and they have SWIPED IN.

*Supplies can be found in the work room*