

# Job Description for Happy English Corner (HEC) - Cleanup Assistant

## Purpose of the HEC Position

- The position of the HEC cleanup assistant exists to help clean up the HEC classroom to allow the leader(s) to focus on talking students about that night's topics and deepening relationships with them
  
- It contributes to the vision and goals of the HEC by allowing the leader(s) to focus on relationships instead of clean up tasks

## Qualifications for the Position

- Qualifications required:
  - Willingness to serve according to Christian standards
  - Ability to arrive by or before 8:25 pm and stay until 8:55-9:00 pm one (or more) Tuesday nights per month
  - Ability to move tables, chairs and some equipment and clean dishes
  - Ability to clean up lesson related materials and other literature
  
- Qualifications desired:
  - Ability to help each Tuesday

## Key Accountabilities and Expected Results

Top 3 accountabilities of the position

- Organize and store lesson related materials and other literature
- Pack up snacks, drinks, plates, cups, etc.
- Return tables and chairs that the students didn't return

Expected results (30-35 minutes each week)

- Immediately after class, clean and store all dishes/utensils used (10 minutes)
- Pack up snacks, drinks, plates, cups, etc. (5 minutes)
- Return remaining tables and chairs (5 minutes)
- Pick up lesson related materials

Contact: Scot & Sheryl Myhr

p: 412-450-0506

E-mail: PiZiBaoYingYuJiao@gmail.com, or HappyEnglishCornerPGH@gmail.com

<http://www.PCCOakland.org/hec>

Pittsburgh Chinese Church - Oakland  
134 N. Dithridge St.  
Pittsburgh, PA 15213