**Cider Mill PTA Job Description**

Laminating Coordinator

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| Outgoing  | Elizabeth Croccito | niccro22@aol.com |
| 2016-17 | Yim LaiElizabeth Croccito | laifamily57@gmail.comniccro22@aol.com |

**Overview:**

This job is to laminate items for all staff in Cider Mill.

When you check in at the office let the ladies know you are there to laminate and they will give you the key to the machine. The laminating machine is located in the room next to the staff kitchen. There are boxes in this room for each house. The teachers will leave their items in the correct box to be laminated. You will laminate the item and return it to the correct box for the teacher to pick up at their convenience.

The staff knows that typically someone will do laminating on Wednesday mornings. They prefer that it be done before 11:00, so that they have some privacy during their lunch time.

Hopefully you will receive a list of several people that have signed up to assist you during the year. It works best if you make a schedule with each person taking a month at a time.

You will need to plug in the machine and put the key in the key hole and turn. Push the “On” button and wait for about 20 minutes for the machine to heat up. During this time you should check all items to be laminated. Make sure ALL staples have been removed before entering the machine. Staples will damage the rollers. When you are done laminating you need to take some scrap paper from the pile in the corner and put them about half way through the machine. This will help with the longevity of the rollers. Turn off the machine, unplug, and return the key to the front office.

There is a sign on the wall with Carla’s number to contact if you have any questions or issues. She is in charge of all the office equipment in the school building.