**Cider Mill PTA Job Description**

Lost and Found

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| Outgoing | Jane Dooley | jmdooley2@optonline.net |
| 2017-18 | Amanda Mitchell | amandanmitchell@gmail.com |

**Overview:**

To organize and manage the Lost and Found boxes, reunite items with the owner where possible and periodically, take left over items to the Turnover Shop.

**Role:**

There are two Lost & Found locations: Cannondale and Belden Hill. Every couple of weeks you should check these locations and organize them. If there are any items with names on them, take them to the office and they will contact the child to be picked up.

When Parent/Teacher Conferences are going on bring all the items to the front foyer. The janitors will give you several tables to place the items on for the parents to check out while they are in the building.

Whatever is left after the conferences is to be taken to the Turnover Shop downtown. This means that twice a year it is completely cleaned out and taken to the Turnover Shop.

If you have any questions about any items the ladies in the office are very helpful.