



Crew/Foreperson Duties and Responsibilities

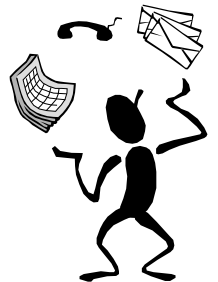
In order that the classroom is kept in good condition, several duties and responsibilities of the class or work crew must be followed. As in a real job situation the Foreperson is responsible for the entire crew (peer students) and answers only to his boss (the Teacher). Some of the responsibilities that a Foreperson must cover in industry are **oversee the work project, timing, tracking hours, communicating/reporting to the boss, ordering material, estimates, safety, organization, assistance and clean-up.**

Foreperson responsibility selection will be done with one-day rotations, using the next name on the attendance list, in alphanumeric order. **If the designated Foreperson is absent or late, a 0 is assigned out of a mark out of 10**, as this is in-class work due that day. The next present person on the attendance list will then take over the position as foreperson. Peer students not co-operating with foreperson will lose marks from their foreperson mark.

Foreperson General Duties:

Duties performed throughout the period by the foreperson to help, assist guide students.

- Be present to perform your duties
- Assist late comers to get caught-up/started with lesson or practical quietly
- Make sure area work area is safe and clean to work in.
- Unlocking cabinets, handing out assignments, teacher and student assistance
- Keep and/or put back materials, equipment and furniture
- Announce and post current events, such as time to clean-up, save files, etc.
- Keep class binder updated with current assignments, notes, and check list



Foreperson Clean Up Responsibilities:

Foreperson is responsible to assign clean up tasks fairly among their peers (crew).

- Watch time to call clean-up (lab 5 minutes, shop practical will require about 10 minutes)
- Assign clean-up jobs fairly among your class peers
- Ensure everyone is doing their assigned tasks and reassign if necessary
- Equipment, tools, work area, materials and supplies cleaned up and put away
- Resources used must be counted and checked before anyone leaves
- Confirmation of clean-up, equipment, tools, materials put away