

## Monitor Checklist – Please Read

### 1<sup>st</sup> Shift Monitors Duties

- Put out the Welcome Sign.
- Turn on monitor screen and computer.
- Get key out of (hiding place) to unlock tall cabinet
- Fill out “Daily Sales Report”, and put in left top drawer. This is one sheet of paper, do not cut it.
- Count the blocks of clay and the number of blocks of clay in boxes. Input this information onto the “Daily Sales Report” under opening your shift. (This is only done by first and last shift monitors.)
- Call all the members (each shift) that will be monitoring the following day from the monitor calendar and put a check next to their name that you have called them.

### All Shift Monitor Duties

- Please sign in the “Sign In Book” when you arrive, Date, Rec. Card Number, and your Name.
- Put your hours in the “Hours Earned” book (**Very Important if not entered, you will not get credit for hours monitoring**).
- Put on Monitor Badge
- Check to make sure that there is \$75.00 in the cash box.
- Initial the form in the top cover of the cash box to verify \$75.00 is in the cash box, if not, show the amount that is in the cash box.
- About every hour walk and check the four rooms, be sure that anyone glazing has a glaze ticket, if not let them know they must get a ticket before they start to glaze, this includes personal glaze tickets.
- Fill out the “Daily Sales Report”, be sure and show the date of your shift, and all the monitors working the shift. **If you sell Clay or Glaze by the cup (one or more cups, going out the door), be sure to enter in the Clay/Glaze Book.**
- Start a new envelope and keep it with the “Daily Sales Report Sheet” (Include monitor names, date, shift, and total amount of money in the envelope at the end of your shift.)
- Make coffee, and check throughout your shift so coffee is available. If there are not many members in Club, you may ask if anyone wants more coffee, if coffee is low.

### All End of Shift Monitor Duties

- Begin cleaning 45 minutes prior to your shift ending.
- Clean kitchen area.
- Clean sinks in all rooms.
- Clean all wedging tables, wires, cutting boards, mallets and counter tops in all rooms.
- Put away all tools left out by members. Members should clean up after themselves, if not it becomes the monitor’s responsibility.
- Collect all wet towels and put them on drying racks.
- Check all drying racks, if towels are dry, fold and put in container under the sink in the middle room.
- Total out all columns on the “Daily Sales Report, and put in the Grand Total. Total in envelope should match Shift Total.
- Ensure that there is \$75.00 in cash box at close of shift.
- Leave Monitor Badge at Club

### End of Day Shift Monitor Duties

- All of the above and...
- Clean coffee pot. **Do not unplug, or turn button off!**
- Count the blocks of clay and the number of blocks of clay in boxes. Input this information onto the “Daily Sales Report” under opening your shift. (This is only done by first and last shift monitors.)
- Lock tall cabinet, put key in hiding place.
- Check that wax is unplugged and dial turned to off.
- Turn off computer and monitor screen.
- Be sure all doors in the middle and back rooms are closed, and locked. Total of 4 doors to be locked.
- Bring in the Welcome Sign.
- Turn off all lights, and fans.
- Lock the door on your way out.

**THANKS!**

02/24/22