

## DAY MONITOR'S DUTIES

~Sign Monitor Log

~Get Key Monitor's signature on your SCWWC Membership Card

~Make coffee and heat water for tea.

~Break up ice cubes and put out two ice buckets along with two pitchers of cold water from refrigerator and place on the brown trays.

~Put out hot and cold cups, as well as, sugar/sweeteners, creamer, cocoa mix, tea, spoons and stir sticks. Cups etc. can be found in the lower front cabinets.

~Play cards after the initial rush at one of the front tables. Continue to monitor the door, water and coffee and answer any phone calls.

## FRONT DESK DUTIES

~Greet everyone warmly! This is your most important job!

We have potential and new members every day. Do your best to make everyone, members and visitors alike, feel very welcome.

~Be sure that all members and guests sign.

Members should show their current year badge or membership card.

~If people come in looking for information about the club, please answer their questions to the best of your ability. Then give them an information card, a sample newsletter and take their contact information, phone and email. The Membership Committee will be happy to get in touch with them and answer further questions and handle registration if they decide to join. Suggest that they stop in on a Thursday at 12:00 or 12:30 and we can play a game if they like.

Call a Membership member listed under the glass on the desk and leave message with the contact info.

~Throughout the day make more coffee and hot water as needed.

Do not start coffee after 2:30. Fill ice buckets and replace water pitchers from refrigerator as needed.

~Place a reminder call to the monitors for two club days from today. Example- Monday monitor should call the Wednesday monitors. Be sure tomorrow's monitors have also been called. If not, please call them also.

~The SCW Boomers share our clubhouse and will from time to time come in to use their printer to the right of the desk or access their wall cabinets nearest the front door. They should be greeted, but do not need to sign in. Please direct all questions to their display information or the SCWBoomers website for phone and email contact information.

~At about 3:00 PM announce "last call" for coffee. Kitchen cleanup can begin at 3:30.

~Review the Emergency and Accident/Incident Procedures in the binder on the front desk.

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## CLEAN UP

- ~Dispose of coffee grounds in the trash, rinse out coffee and hot water pots. Unplug all three. Put cans of ground coffee inside the upper cabinet.
- ~Empty water pitchers and ice buckets. Refill water from filtered faucet at sink and place pitchers in the refrigerator.
- ~Place empty ice buckets on trays on counter next to ice maker. Be sure ice scoops are on top of, not in the ice maker, as the metal ruins the ice.
- ~Remove all trays, cups, condiments, etc. from counters and put in cabinets below counter for easy retrieval. Glass cutting boards under coffee carafes can remain on the counter.
- ~Wipe off and dry all countertops in the kitchen.

## CLOSING

- ~Lock front and two backroom doors including the upper latches after all members have left.
- ~Turn off all fans and lights using the numerous wall switches.
- ~Be sure you have all your belongings, as you cannot return once you leave.
- ~Exit through the kitchen back hall door. There is a switch at the door to turn off the back hall light. The door locks when it closes.

## EMERGENCIES

IN CASE OF AN EMERGENCY, SEE SCWWSC EMERGENCY PROCEDURES IN BINDER ON THE DESK

Thank You For Monitoring