

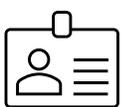
DAILY MONITOR DUTIES

- Arrive at 10:45 and ask the pool monitor to unlock the door.
- One monitor should be at the desk while the other monitor is doing kitchen duties (making coffee, hot water, ice water etc.) Be aware of people coming in the back door.
- Unlock the doors in the main room and the two sets of doors in the side room. At the end of the day, lock all 3 sets of doors and exit through the kitchen.
- Sign the daily monitor log and have your membership card signed by a board member.

Desk Duties:



Welcome each and every member that enters the Club.



Instruct the member to hold her Rec Card in front of the scanner. Their name and photo will appear on the screen with a list of the Clubs they are members. Have them touch the Women's Club. This will register their entry into the Club for the day. If Women's Club does not come up, ask to see their membership card or their Women's Club nametag. If they don't have one, they may enter the Club as a guest. Write their name on a paper name tag. Until further notice, everyone must also manually sign in the notebook titled "Daily Sign In Log".



Answer the phone and either locate the person that is being requested or take a message.



Call the member(s) who are signed up for monitor duty for the next day.



If a woman enters the Club and wishes to join, instruct her to fill out a membership form located on the desktop by the telephone and put her check and the form into the tan box on the credenza. Give her a guest tag for the day and show her around the Club.

Kitchen Duties



Make coffee (decaf and regular) and hot water. Coffee and teapot instructions are in the kitchen.



Put out coffee cups, condiments for coffee and tea bags



Put out napkins



Put out the large container of ice water and plastic cups for water



Iced Tea **may** be made but is not required



Put out a small stack of small paper plates and small paper boats



Put out utensils that are in the basket

Use labels on the kitchen cabinets to find above items. Ask if you need help locating items. Many members have monitoring experience and will gladly help. Wash pots and put away items that were taken out of cabinets about 3 pm.

If there is only one (1) monitor, the kitchen will be self-serve only and required to be cleaned up by the member(s) that used it.

It is not your job to clean up after members, they need to perform that function themselves.