

MONITOR DUTIES

OPENING DUTIES

Arrive by 7:30am. Pick up the door key from the Kuentz Office in the Pool area. You will need your Rec Card to check it out. Please return room key to the Pool monitor as soon as you unlock the door. The cabinet key is in the lock box inside the club room.

Turn on the lights and fans. Unlock all cabinets. The lock box is hanging on cabinet number 45. Return the key to the lock box after you unlock the cabinets so key does not get misplaced.

Cabinet 30 contains the club sign-in binder, calendar, basket, photo album and other items of interest to club members. Put these at the end of the first table. Fill in the date on the sign-in sheet; make sure to sign your names at the top right as Monitors and also on the sign-in line.

Start the Coffee (8 scoops for 12 cups) and water, Red Pot water. Get out the supplies for the coffee. Always place a plastic bag for trash next to the sink. (Plastic bags are found in lower far right cabinet in sink area.)

You may bring treats to share; it is not required that you do. If you bring treats you will need to set out what you need for serving the treats: plates, napkins etc. Place treats on the side square table. Make sure to let the Supply Chair know if you notice that any supplies are needed.

CLOSING DUTIES

Plan to stay until 11:00 a.m. At 10:45 a.m. announce this is last chance for coffee and hot water. Dump out pots, rinse, dry and let cool, replace in cabinet. Throw out plastic trash bag, replace all coffee supplies and treat supplies in the cabinet. Wipe off the counter.

Put away any yarn etc. left on the back table. Push in chairs and make sure the tables are clean. Put away all supplies, etc that you took out of cabinets. Lock all cabinets and return key to lock box. Turn tumblers so key is not accessible.

If you are the last person turn off the lights, lock the front door and leave by the parking lot door. If you are not last, someone staying must agree to be 'monitor'.