

Monitors' Responsibilities

Monitors should arrive in time to have the room open at the start of their shift. Shifts are 8-12, 12-4 and 4-8. Pick up the **room key** from the pool desk. You will need your rec card to do this.

If the sign-in app is not up on the computer screen, please call Merrikay Vidal – 602-526-1234, Kathleen McCulloch – 248-390-0990 or Gayle DeBoom – 253-720-4488.

1. **Unlock both the front and back doors** to the club room.
2. Move the **sandwich board sign** outside the courtyard door.
3. Scan the appropriate **monitor card** (a.m., afternoon, evening) which is found in the drawer beneath the computer screen. Then scan your name badge to register your monitoring credit.
NOTE: If you are monitoring 2 shifts back-to-back, you **MUST** scan in for **EACH** shift. This is the same as when we used to sign for each shift on paper.
MEMBERS only sign in the 1st time they enter the room regardless of how long they stay or how many times they leave and return to the club that day.
4. Put on a monitor **“necklace”** (cabinet #19, left of the refrigerator) to identify that you are on duty.
5. Make **coffee** only if you have coffee drinkers during that session. Directions are in the cabinet above the coffee station.
6. Per the Rec Center:
 - a. Clubs may **NOT** require members to wear a mask inside the club.
 - b. Room may **NOT** be sectioned off to separate those with masks and those without. Members may choose where they want to sit or work.
 - c. Club officers or monitors may **NOT** ask a member if they have been vaccinated.
7. Inform each member that he/she needs to **sanitize their work area** when leaving the room.
NOTE: Do not spray the chair arms as sanitizer spray will damage the fabric.
Wipe chair arms only with cloth lightly dampened with the sanitizer.
8. **Guests:** SCW and non-SCW guests are welcome. Scan a guest card for each visit and make out a temporary name tag (found in the drawer).

If a Member Needs to Pick Up Their New Name Badge

1. Get the new badge from the black file box in the drawer below the sign-in computer and show them how to scan their badge. Insert their badge into their existing badge holder.
2. Issue them the 2021 Bob's Variety and Mulqueen's discount cards found in the drawer.

New Members

1. Scan a guest card found in the drawer beneath the computer screen.
2. On the New Members' list in the drawer record each new member's name, phone number, SCW Rec Card number and email.

Reminder: Residents or renters must have a valid SCW rec card.

3. New members will be contacted by Gayle DeBoom or Julie Peck to complete an application.

SignUpGenius

If members are having any problems scheduling themselves with Sign-up Genius, refer them to Kathleen McCulloch at 248-390-0990.

End of Shift

1. Remind members to **sanitize** their workspaces, remembering to not spray arm rests on chairs. Wipe them down with a damp cloth. Sanitize "public" areas: cutting tables, coffee area, computer area (Do NOT Spray cleaner on computer or keyboard... just wipe with a damp cloth).
2. **Lock back room double doors.**
3. Make sure that all **irons** are unplugged and placed on the back counter by the back doors.
4. Empty **coffee** grounds and pot/s, rinse pots, shut off burners. Do NOT turn off the main switch in the back of the coffee maker or unplug it.
5. **Turn off lights** in the room by the courtyard. Lights in the far room go off automatically.
6. **Lock the door** to the courtyard with the key and return the key to the pool desk. If the monitor for the next shift arrives, simply turn the key over to him/her.
7. **DO NOT** turn off the computers.

Monitoring During Classes

In addition to the duties listed above:

1. Check with the instructor regarding his/her needs.
2. Protect the class and teacher from interruptions by intercepting those who come into the club. Do not interfere with the class by joining in or offering your own advice.
3. You may work on your own project, however, remember that your main purpose is to assist the instructor.