

## MONITOR DUTIES

### MORNING SHIFT (8-12)

1. Morning shift requires arrival 5-10 minutes before 8am.
2. Get the key from the Fitness Center (pool area). (You must show your rec card!)
3. Unlock front (courtyard) and back doors.
4. Sign (scan) in with rec card on the rec center computer.

**Note:** If the screen is dark, hit a few keys on the keyboard to wake it up. If this does not work, go to the pool lobby for assistance.

After the screen comes on, an **orange** line should be visible around the small box on the screen. If it isn't, lightly touch the box with your finger to make the line appear, then scan your rec card.

5. Then sign in on the PVP computer, using the appropriate monitor badge, followed by your PVP name badge. Verify that your name appears in one of the monitor slots on the screen. **Note:** If you are covering two back-to-back shifts, you will need to repeat entire sign-in process at start of second shift.
6. Wear a monitor "necklace" (available in drawer below computer monitors).

### All Shifts

1. Stay attentive during arrival of members and guests. If necessary, assist members signing in.
2. Help visitors sign in as follows:
  - a. If accompanied by a current member, that member should indicate guest(s) as they sign in on Rec Center computer, and then use either resident or non-resident card for guest sign-in on PVP computer.
  - b. If unaccompanied, use your card to sign in again on rec center computer and select number of guests. As above, sign guests in on PVP computer using appropriate resident or non-resident card.
  - c. Provide temporary name badge (found in drawer below computer monitors).
  - d. For unaccompanied guests, provide a brief tour of our facility.
  - e. Signing in is unnecessary for group tours, but you will need to assist the tour guide to oversee and answer questions that may arise.
3. Make coffee only if requested by members. (Coffee and filters are in the cabinet above the coffee maker. Directions are found atop the cans.) Remember to turn warmer and press brew button. At shift end, turn off warmers, empty coffee grounds, discard coffee and clean pots. Wipe dry with paper towel and leave on the counter until warmers are cool.

### **End of Shift**

1. Remind members to wipe tables and chair arms with a cloth and disinfectant, taking care not to get disinfectant on chair fabric. If members have already gone, wipe tables, chair arms, edges of cutting tables, counters, etc. Do not use on computer screens, scanner surfaces or cutting mats.
2. Make sure **all irons are unplugged, drained and returned to back counter designated area.**
3. **Lock back door**
4. **Do not** turn off computers or main power switch to coffee maker, but be sure all warmers are off, pots are emptied, cleaned, wiped dry and left on adjacent counter top or cold burner.
6. Turn off lights in room next to courtyard. (Lights in far room go off automatically.) **Return key to Fitness Center.**

### **GENERAL INFORMATION:**

#### **Monitoring Requirements**

1. Five monitoring shifts required per calendar year.
2. Each shift must be covered by 2 monitors for four full hours.
3. Schedule your shifts on the computer, using SignUpGenius. If you have problems doing so, contact Phyllis Samuelson for assistance.

#### **Individuals wishing to join PVP**

1. If membership staff are available in the club, notify them and request help. If not, have the applicant record his/her name, phone number and email in the tablet on the membership desk. Then contact one of the membership co-chairs, Gayle DeBoom at (253) 720-4488, Liesa Vandever at (602) 803-2753, or Julie Peck at (218) 390-5674. Advise the applicant that they will be contacted or they may call one of the above themselves.

#### **Individuals requesting their new badges**

1. Membership staff will call or email new members when badges are ready.
2. If ready, new member badges will be in the drawer below the two computer screens, and club monitors should give them only to the new member(s).

#### **Member illness/injury**

**Call 911 for serious issues and describe room location with the signboard in front.** (For minor injuries, etc., there is a first aid kit in cabinet 1, beneath the window display and designated with a **RED CROSS sign**.)