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| **RSC PM CHECKLIST (rev. 3.23.16)** | **Date:** |  |  |
| **Tasks** |  | **Initials** |  |
| **2nd SHIFT** |  |  |  |
| Verify $150 in cash drawer |  |  |  |
| Check log book for notes |  |  |  |
| Check Binders (Massage, Activities, etc) |  |  |  |
| **DURING SHIFT** |  |  |  |
| Keep Radio with you |  |  |  |
| Make court reservations in “Daily Forms” **(SAVE)** |  |  |  |
| Check in Local Owners & Collect Day Use fee |  |  |  |
| Give out Basketball & Ping Pong - Log room number |  |  |  |
| Rent racquets, pool - Enter in Quick Books Point of Sale |  |  |  |
| Post room charges to Guest’s Account in System 9900 |  |  |  |
| Check pool and Health Club each hour |  |  |  |
| Monitor cash drawer, get change if needed for A.M. |  |  |  |
| Dry mop wooden courts |  |  |  |
| Straighten up Gift Shop, brochures, restaurant menus |  |  |  |
| Pick up trash, return equipment to proper place |  |  |  |
| Loan out board games, puzzles, books |  |  |  |
| Take Lost & Found to Towel Exchange |  |  |  |
| **CASH OUT** |  |  |  |
| Count Day Use $10 - Draw line & write total $ |  |  |  |
| Run Department Sales Summary Report (Date & Time) |  |  |  |
| Run Z-Out Drawer Count ($150 Over) |  |  |  |
| Verify drawer at $150 - Place slip under change drawer |  |  |  |
| Fill out $ envelope - Include Cash, Checks & Room Charges |  |  |  |
| Post to System 9900 |  |  |  |
| Stamp shift report and $ envelope “POSTED” |  |  |  |
| Save & Print “Daily Forms” – write PM on top of form |  |  |  |
| Lock cash drawer and attach key to RSC #1 Key ring |  |  |  |
| **CLOSING** |  |  |  |
| Walk building - Remind guests of time to closing |  |  |  |
| Straighten Creative Corners |  |  |  |
| Walk Tennis Courts, organize chairs and pick up all trash |  |  |  |
| Check trash bin on Court 3, empty if needed |  |  |  |
| Use log book to communicate notes, messages, questions |  |  |  |
| Do final walkthrough - Clean up as needed |  |  |  |
| Turn off both Radio’s & place in chargers |  |  |  |
| TURN OFF ALL LIGHTS |  |  |  |
| Lock Front Doors - Change sign to “CLOSED” |  |  |  |
| Turn in $ envelope & keys to Front Desk |  |  |  |