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| **RSC AM CHECKLIST (rev. 3.23.16)** | **Date:** |  |   |
| **Tasks** |   | **Initials** |   |
|  **OPENING** |   |   |   |
|  Get mail in Manager’s box |   |   |   |
|  Pick up Cape Cod Times, keys, court keys at Front Desk |   |   |   |
|  Turn on lights/games (Courts, Locker Rooms, Game Room) |   |   |   |
|  Walk building & courts - Clean up as needed |   |   |   |
|  Unlock cash drawer & Verify $150 |   |   |   |
|  Wake up computer and open “Daily Forms” |   |   |   |
|  Update occupancy % for each day in “Daily Forms” |   |   |   |
|  Take Radio out of charger and turn on (Channel #2) |   |   |   |
|  Check log book for notes |   |   |   |
|  Check Binders (Massage, Activities, etc) |   |   |   |
|  Unlock Front Doors by 8:00AM |   |   |   |
| **DURING SHIFT** |   |   |   |
|  Keep Radio with you |   |   |   |
|  Make court reservations in “Daily Forms” **(SAVE)** |   |   |   |
|  Check in Local Owners & Collect Day Use fees |   |   |   |
|  Give out Basketball & Ping Pong - Log room number |   |   |   |
|  Rent racquets, pool - Enter in Quick Books Point of Sale |   |   |   |
|  Open pool(s) |  |  |  |
|  Check pool and Health Club each hour |  |  |  |
|  Post room charges to Guest’s Account in System 9900 |   |   |   |
|  Setup activity 10 min. before start time |  |  |  |
|  Clean craft area and put away supplies after activity |  |  |  |
|  Use log book to communicate notes, messages, questions |   |   |   |
|  Monitor cash drawer, get change if needed |   |   |   |
|  Dry mop wooden courts |   |   |   |
|  Straighten Gift Shop, brochures, restaurant menus |   |   |   |
|  Check all areas are clean and trash free |   |   |   |
|  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 AM on top of form |   |   |   |