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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 |  |  |  |