

LPB OPENING AND CLOSING PROCEDURES FOR VOLUNTEERS

PLEASE SIGN UP ON THE BOARD FOR A MINIMUM OF 3-4 OPENINGS OR CLOSINGS PER MONTH IF YOU ARE A VOLUNTEER.

OUR NEW HOURS ARE MONDAY THROUGH FRIDAY 7:30 AM-1 PM

1. MAKE SURE YOU ARRIVE 15-20 MINUTES EARLY WHEN IT IS YOUR TURN TO OPEN OR CLOSE WITH THE CODE TO THE LOCK-BOX IN HAND.
2. GO TO THE LOCKBOX ON THE BACK DOOR OF THE GYM, USE THE CODE AND REMOVE THE 2 KEYS. **WE RECOMMEND WORKING AS TEAMS DUE TO RECENT HOMELESS PERSON ACTIVITY.**
3. OPEN DOOR, TURN ON THE LIGHTS, AND TURN ON ALL FANS.
4. OPEN THE GATED SECURITY AREA AND REMOVE THE CASH BOX OR ANY OTHER CLUB ITEMS (BALLS, WATER, CLIPBOARDS, WASTEBASKETS, ETC.) THAT HAVE BEEN PUT INTO THE "CAGE" AND BRING THEM TO THE FRONT DESK.
5. SET UP THE FRONT AREA WITH CLIP BOARDS, SUGGESTION BOX, BALL BUCKET, WATER, RECYCLE BASKET, AND, on T/TH PLACE SKILL LEVEL NOTICE ON SIGN UP BOARD AND ON SIGN IN SHEET (IN CASH BOX, TO BE REMOVED AT 9 AM.)
6. SWEEP GYM FLOOR WITH BLUE DUST MOP HANGING ON REAR HALLWAY WALL.
7. MONITOR THE FRONT DESK AT LEAST UNTIL MIDPOINT IN THE HOURS, OBTAINING SIGNATURE, MONEY, AND WAIVER AS APPROPRIATE. THE CLOSER SHOULD TAKE OVER THIS POSITION MID MORNING. OR AS AGREED BY BOTH OF YOU.
8. CLOSER SHOULD REVERSE ABOVE PROCEDURE, REMOVE CASH OVER \$20, AND GIVE IT TO PEG, LANA, OR DIANE C.