

[Hart's Landing GroupMe Link](#)



Pump:

If you are having no water flow what do you do? - Go to the pump in the black box you flip the switch off so the pump is no longer running. Next you take off the lid (turn to left and use force). Take out the basket scrub and rinse out then put back in and fill with water to the brim. Put the lid back on the pump, turn back on and wait five minutes for water flow. If this doesn't work, call the manager.

Tanks: **You feel you receive a lot of dead from the shrimpers. What do you do?** - It's normal to have some dead shrimp in the deliveries but at times it can be too much. Collect all the dead, put it in a five gallon bucket and send a picture to the manager.

Square: **How do you check your tips?** - You go to the bottom of square click more. Then go to reports on the left hand side then click sales. You will then click the day for that day then click all day. Your tip total is the total tips MINUS the previous shift

How do I do refunds? **Ask your manager if you are doing refunds over \$50.00.** You click transactions and pick the one you want to do a refund on. You click either all goods or if you're just refunding one item click on that. And if it's a card you click card or cash is cash.

Inventory: **What do I do if something is out of stock?** You text the manager but only if it is an emergency like- trash bags, money, water. Non-emergency would be like peanuts.

Kayaking: **What do I do if someone wants to go kayaking?** You tell them they can reserve them at harts Landing and we ask for it to be 24 hours in advance.

How do I cash out kayaks? You go to the bottom library on the square (top left hand side) then go down and click activities click kayacts. After you're done with the transaction you then hit the home button on the iPad. Then hit canvas and click kayaks and click new waiver. Everyone has to fill one out.

Miss Clara: Sits 38 people two hour minimum for private tour - 1,200. We do sunset cruise on Friday and Saturdays for 49.00 they book online

IPad Password: 111111

Gate Code: C0624

Harts #: 941-330-0650

Useful Numbers:

Sarasota police: 941-702-3791

Fwc: 813-558-5050 click #7

Fwc 24/7 Hotline: 888-404-3922

Save Our Seabirds: 914-388-3010