

Team Member Name	Date
Shift Time	

DONE	ACTION	COMMENTS
	<p>For opening shift:</p> <p>___ Grab 2 cash bags and set-up cash drawer # 1 and # 2</p> <p>___ Turn on all computers and set-up Daxko, VirtuaGym, Nationwide and our Membership Landing Page on each</p> <p>___ Unlock doors 1 minute prior to opening time</p> <p>___ Remove any clutter from the Welcome Center and make notes of anything left out from the night before in the comments section</p> <p>___ Turn on walkies</p>	
	<p>At start of shift:</p> <p>___ Find out from team members anything you should know</p> <p>___ Login to Daxko</p> <p>___ Count cash drawer(s)</p> <p>___ Make sure you are wearing your staff shirt and nametag and you look professional and pressed.</p>	
	<p>Weekly Tasks:</p> <p>Monday/Wed/Fri:</p> <p>Tuesday/Thurs:</p> <p>Sat/Sun:</p>	

	Ensure the Welcome Center stays free of clutter.	
	Stand up to give a warm welcome to ALL folks who enter the facility.	
	Extend a fond farewell to ALL folks as they leave the facility.	
	<p>At end of shift:</p> <p>___ Ensure all deposits are in the safe</p> <p>___ Share information with person relieving you</p> <p>___ Ensure no clutter at Welcome Center</p> <p>___ Include notes on anything that should be shared with the team in the comments section</p> <p>___ Submit this checklist to your supervisor</p>	
	<p>For closing shift:</p> <p>___ Count and Secure cash drawer(s) and place in Weekend Change safe.</p> <p>___ Ensure no clutter at Welcome Center</p> <p>___ Shut down computers</p> <p>___ Turn off walkies and place properly on charger to charge (make sure red light is on and steady)</p> <p>___ Lock front door with polls and second door with turn key, make sure powered off</p>	