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|-------------------------|-------------|
| Team Member Name | Date |
| Shift Time | |

| DONE | ACTION | COMMENTS |
|-------------|---|-----------------|
| | <p>For opening shift:</p> <p>___ Grab cash bag and set-up cash drawer</p> <p>___ Turn on all computers and set-up Daxko, VirtuaGym 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>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</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. | |

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| | <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 and drop in safe</p> <p>___ Ensure no clutter at Welcome Center</p> <p>Shut down computers</p> | |