

VOLUNTEERS DAILY DUTY CHECKLIST

Wipe off at start of each day
use whiteboard marker- not permanent

Turn on lights. If necessary, turn on fans/air-con (must be 24 degrees-any less and it may blow a fuse)

For Fire Safety: Unlock back gate, kitchen door, Abraham studio, red wall storeroom, upstairs kitchen door. One key fits all.

Replace key in lock box.

Check that flags and small art are out. (Art café staff may have done this already)

FOR FIRE SAFETY REASONS: Unbolt one glass door in non-theme area but leave handle up so nobody can enter here.

Count visitors in diary, welcome them, offer them to vote for their favourite piece of work

Check and sign for float.

Make reminder calls to volunteers on roster for tomorrow (check diary for numbers). Use Emergency roster list on wall in kitchen if you need to find a replacement.

Write each sale in DAILY SALES book (purple) contact each artist re: Sale of card, gift shop, painting. (GIFT SHOP:USE CODES WHERE POSSIBLE)

On Thursdays, take bins out to the kerbside.

On Fridays, collect bins and bring them inside.

CLOSING

Bring in small art and flags

Lock back kitchen door and lock back gate.

Rebolt big glass door in non-theme area.

Check and lock studio and upstairs kitchen door if necessary.

Turn off lights, fans and any air conditioners.

Follow normal routine and turn on alarm and lock front doors while exiting and replacing key.

