

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 (keep temperature at 24 degrees, do not lower)

For Fire Safety: Unlock the following: **Downstairs kitchen door, back gate, upstairs studio and upstairs kitchen door, red wall storeroom.**
One key fits all.

Replace key back in lock box.

Check that flags and small art are out (Small art hangs on the 2 front doors) A-Frame Sign goes outside. (Art Café staff may have done this already)

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

REMINDER CALLS for ROSTER to be made before 10AM! Call first thing in morning so you will have time to find a replacement. (check diary for numbers). Use Emergency roster list on wall in kitchen if you need to find a replacement.

Check and sign for float.

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

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 and sign from outside

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.

