Monitor Responsibilities & Duties

Monitors are entitled to the shop “fee-free”

1. **Monitors** are responsible to welcome walk-ins and explain about the shop, therefore **YOU** need to be standing where you can see anyone who wanders in!
2. **Monitors** are there --- to assist all other users --- so **you** might be too busy to work on your own projects sometimes.

REMEMBER **YOU** are the “go-to” person in the shop!

1. Make sure every single person that walks in the door is wearing a Mesa Spirit name badge. **(Failure to enforce this will get our shop shut down by Management)**
2. Make sure each user signs a “Release of Liability” form (in ink) **before** they use any equipment or the facilities. **(If the park gets sued, you could potentially be named in the lawsuit)**
3. If you can’t be in the shop on your day – **YOU** need to get another Monitor to cover for you!
4. Your help is needed with the 50/50’s at Dances and/or Country Store.

**Shop Opening Duties**

At the beginning of the day, the Monitor makes sure:

* The cashbox cash is correct

**Shop Closing Duties**

At the end of the day, the Monitor makes sure:

* All equipment is shut down, cleaned, put away
* The floor is swept and mopped
* Make sure Acetylene tanks are shut off
* Make sure pickle is shut off
* Record all cash transaction on the Sales Sheet in the cashbox, count the cash and reconcile to Sales Sheet.