

Monitor Roles & Responsibilities

Please read, sign this document, and return this to the Monitor in the Studio. You will not be able to sign up for a Monitor Shift after Nov 2022 until this form has been received and processed in Studio.

Summary: The Monitor is the representative of the Board in the Studio and is responsible for ensuring safe operations throughout the studio, enforcing all studio policies, assuring appropriate personnel are contacted when problems/issues crop up, and maintaining good order. The Studio requires a monitor in place for regular Studio operations.

Qualifications:

- Must be able to count cash, including change, and record amounts in designated areas.
- Must have good customer service skills.
- Must be able to perform simple tasks on the computer, including printing reports.
- Must agree to receive emails from SignUpGenius (SUG)

Major Tasks:

1. *Safety:*
 - a. Take charge in emergencies, calling 911 as required.
 - b. Have awareness of the location of fire extinguishers, AED, and first aid kit.
 - c. Ensure safe operation of all equipment in Studio.
 - i. Use of buckets for cleanup, wooden tools used on molds, respirator for spray booth, etc.
 - d. Ensure Studio remains hazard free (wet floors are marked, custodian called over problems requiring immediate attention, problems are reported to responsible chairperson, no dust is created, etc.)
 - e. Ensure GVR Incident reports are completed for all falls or accidents.
 - f. Ensure doors are secured when appropriate.
2. *GVR & Studio Policies:*
 - a. Ensure all swipe GVR card upon entry – **no card, no entry.**
 - b. Ensure GVR Card is swiped before any register transaction.
 - c. Enforce all members adhere to Studio Code of Conduct.
 - d. Operate Point of Sale (POS) system and adhere to cash control policies

- i. Log into POS at beginning of shift, print Sales By Staff report at end of shift, log out of POS after report is printed and monies counted.
- ii. Assume accountability for cash during shift, including change fund.
- iii. Ensure \$100 (bills and change) in register drawer at both beginning and end of shift.
- iv. Place sales \$ (cash and checks) in envelope with *Sales by Staff Report*, fill out label, and deposit in clay room.
- v. Measure and sell firing slips:
 - 1. Ensure members adhere to kiln policies (must be stable, remove tape, no glaze to bottom for high fire, remove glaze from wax, use of shards, stacking bisque only, no velvet on bottom, etc.)
 - 2. Ensure size of piece recorded on each firing slip
- vi. Sell clay and tools
- e. Assist new members, guests, and visitors - answer questions.
- f. Ensure members clean up after themselves.
- g. Enforce no touch or move other's work.
- h. Ensure members adhere to Glaze policies (not from container, wipe lid, oxide outside, etc.)

3. Other Duties as assigned by the Monitor Committee Chair

I, acknowledge receipt, understand the roles and responsibilities of the Studio monitor, and agree to be trained, where needed.

Printed Name: _____ *GVR Number:* _____

Signature: _____

Date: _____

Return this signed document to the Monitor in the Studio.

Monitor Chair Rcv'd _____
SUG Rcv'd _____
Mbrship Rcv'd _____
Service Rcv'd _____
Monitor Chair Rcv'd and retains. _____