

FRONT DESK MONITORING

MORNING DUTIES 8 am – 12 pm

(The club cannot be open without a Monitor; the monitor should arrive 15 minutes prior to official schedule)

- **Sign in as a Monitor** by scanning your rec card on the computer facing you. It will show your name and how many times you have monitored. Wear your name badge and the Monitor Badge – Your work station is the Front desk. You can work on a project or there are items to read as long as you are aware of your duty as Monitor
- When members arrive, you need to make sure they check in on the Club Track computer **and** click on “Silvercraft”.
- If you are “Shadowing” you cannot sign in as Monitor. Fill out a Service Hours request.
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- **NON MEMBERS ARE NOT ALLOWED TO GO ANY FURTHER THAN THE FRONT DESK AREA**
- **GENERAL DUTIES**
 - Put Metal signs out in the breezeway.
 - Check for voice mail telephone messages.
 - Answer telephone as needed – “Silvercraft West”
 - Greet and assist any non-members entering the club.

OPENING THE CLUB:

- **LIGHTS & FANS**
 - Turn on lights & fans in the front and middle rooms using switches located to the right of the front door.
 - Second room fan switches located on wall between tool room and silver sales door.
- **SOLDERING STATIONS**
 - Check to see that all torches have been turned off.
 - Turn on the main valve (the wheel at the top of the tank with the two attached gauges) **ONLY** on the first tank in the front room.
 - Turn on the main valve on the one tank in the middle room.
- **Pickle Pots – Plugin and Turn on to **Medium**.**
 - Check pots in the front and middle rooms to see if they are depleted.
 - If depleted or low, empty in sink the remainder of pot and make up mixture.
 - Fill about half full of tap water add ½ cup of pool acid (*under each sink, scoop inside of container that is labeled “ALL CLEAR DRY ACID”*)
- **TUESDAYS** “**if we are casting**”, set up a second pickle pot (*found under the first sink*)

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- **FLUX POTS**

- Using water, clean the tops and brushes
 - Add flux if needed (flux solution is in the tool room, it is premixed, shake it well)

- **TOOL ROOM**

- Unlock the door and turn on the light.
- Find the stamps (.925, sterling, etc.) brass hammer and jig, place these items on the corner of the Silver Sales counter just outside the tool room.
- Bring sign-out clipboards to the front desk.
 - **Check Paper Towel Dispensers**
- Replenish as needed - *(Rec Center Supplies)*
 - Paper towels are in the cabinet behind the Monitors desk
- **MONDAY MORNING**
- Plug in the steamer that is in the 3rd room on the counter by the back door.

- **Display Case Artists Jewelry**

- If a visitor has an interest in any of the jewelry in the front display cabinets, determine if the artist is in the club and using the pager call the artist to the front.
 - If the artist is not in the club, provide the artist's business card from the card file and invite the visitor to call the artist directly.
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ACCIDENTS: If someone has an accident in the club there is a First Aid Kit in the cupboard by The front door.

- If someone falls, LEAVE THEM THERE AND CALL 911.
- Notify a Board Member
- Fill out an accident report (located in the First Aid Locker)

REMEMBER -THERE CAN BE NO SALES OF JEWELRY IN THE CLUB.

THANKS FOR MONITORING !!

Questions/ Problems

Monitor Manager, Linda Rusch 503-410-9653

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FRONT DESK MONITORING AFTERNOON DUTIES 12 pm – 4:00 pm

(The club cannot be open without a Monitor; the monitor should arrive 15 minutes prior to official schedule)

- **Sign in as a Monitor** by scanning your Rec Card on the club computer facing you. Wear your name badge and the Monitor Badge – You should sit at the front desk. You can work on a project or there are items to read.
- As members arrive, you need to make sure they check in on the Club Track computer and click on “Silvercraft”.
- **NON MEMBERS ARE NOT ALLOWED TO GO ANY FURTHER THAN THE FRONT DESK AREA**
- **GENERAL DUTIES**
 - Answer telephone as needed – “Silvercraft West.”
 - Welcome and assist any non-members entering the club. *Be friendly*
- **Display Case Artists Jewelry**
 - If a visitor has an interest in any of the jewelry in the front display cabinets, determine if the artist is in the club and using the pager call the artist to the front.
 - If the artist is not in the club, provide the artist’s business card from the card file and invite the visitor to call the artist directly.
 - **REMEMBER; THERE CAN BE NO JEWELRY SALES IN THE CLUB**
- **ACCIDENTS:** If someone has an accident in the club there is a First Aid Kit in the cupboard by the front door.
 - If someone falls, LEAVE THEM THERE AND CALL 911.
 - Notify a Board Member
 - Fill out an accident report (located in a folder in the First Aid Locker)
- **At approximately 3:45pm – announce club closing.**
 - Use microphone at monitor station.
 - Bring in metal signs from breezeway and corner of club.
 - All tools must be returned to the proper room.
 - Each member needs to clean their respective work area.
- **Shut Down and Clean up.**
 - Turn off soldering – acetylene tank located on the right in the front room – *(The second red and the third green tanks on the left in the front room, should not have been turned on so you should not need to shut them off)*
 - Check all torches to confirm they are shut off.
 - Light the largest torch near the soldering tanks and burn off all gas in the line. Be sure to shut it off when you are done.
 - **Pickle Pots**

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- Unplug and clean area around the pots including their lids.
- Check that all the shakers (2 in the 1st room and 2 in the casting room) are turned off.

▪ **General Cleaning**

- Soldering, Fordom, grinding and buffing stations
 - Using a wet sponge, wipe off hoods, tables and areas around each station.
- Vacuum (*located in broom closet back of 1st room*) – vacuum Fordom stations and outside of buffing and grinding stations.
- Wipe out sinks.
- Check tables for tools or personal items.
 - Return tools to correct room.
 - Place personal items in lost and found or lock tool room.

▪ **Tool Room**

- Place stamping tools in the Tool Room
- Turn off light, turn lock on handle and close the door.

▪ **Back Room**

- Turn off the 2 air valves for the wax pots (*red handles located on the wall behind wax pots, should be turned so they are horizontal*)
- Unplug shaker and turn off lights.
- Ensure that outside door of casting room is closed.

▪ **Lock up 3:30pm** – or earlier if not more than two people in the club.

▪ **Front doors on the inside center edge of the right door (ONE AT THE TOP & ONE AT THE BOTTOM)**

lock the left door with the dead bolt lock.

▪ **Computer** -Leave the computer as found, with screen on.

▪ **Turn Off Lights & Fans**

- Casting room lights – switch to the left when entering room.
- Front and middle room – switches to the right of the front door
- Second room fan switches located on wall between tool room and silver sales doors.
- Back room – switch to the right of the rear door

▪ **Third Room**

- Turn off dust cat – switch on the wall in the front of the room by the sink.
- Check to make sure the pickle pot is unplugged.

▪ **Friday – Unplug Steamer**

▪ **Rear Door**

- Exit out rear door.
 - Confirm it has completely latched and cannot be opened.

THANKS FOR MONITORING !!

Questions/comments/ complaints: Linda Rusch, 503 410-9653.Monitor Manager

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