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**Safari Nation’s Managers Duty & Task List**

**Opening Procedure:**

* Disarm security System (should not get false alarm, or will pay penalty out of pocket)
* Turn the lights and HVAC on
* Count Cash Register and make sure its $300 in each register
* Check previous night’s work and make sure all done correctly
* Check emails, phone messages
* Answer phone calls within 3 rings, keep cordless phone with you all times so don’t miss any calls

**Cash Register:**

* Should count in the morning
* Please ring up the items correctly, do not give your passcode to anyone, log out if leave front desk
* When you remove the cash, please write a correct reason
* When open a cash drawer for change, you don’t have to select remove cash, it’s just an exchange
* If cash is short by end of the day, all employees who used the register that day, all will have to share the amount to balance the cash drop. (all will pay out of pocket if short)

**Party Booking:**

* Please check the party booking regularly and update the paperwork and pizza order
* Upon receiving booking, please call guest to confirm and go over party details and document your conversation into bookeo so other staff members can see when needed. Please explain all party guest about all party rules properly so there will be no confusion on the party day.
* Collect all balance dues including pizza, bumper car balances (will pay out of pocket if forgot to collect)
* Please check the pizza qty and timing on party day personally, you will be 100% responsible to check and confirm. (will pay out of pocket for any refunds because of their error)
* Managers can host the party only if there is no other party host available

**Change Box:**

* We have to maintain $500 in the Change box. Only managers will have an access to this box
* Please count each week. Any shortage in the cash box, Managers are 100% responsible for $500 all the time. (will pay out of pocket if short)

**Closing Procedure:**

* Count Cash Register, make the correct drop and make sure its $300 in each register (all register users will pay out of pocket if drop or drawer is short)
* Assign cleaning task to employees 1 hour before closing, check behind them to make sure all done correctly
* Leave employee task list, your check list and restroom sheet on office desk daily when closing
* Check emails, phone messages
* Turn HVAC OFF 45 min before closing.
* Bumper car: plugin for charging, check Air and Water (Daily)
* Arm security System
* Double check all doors are locked

**Company property:**

* Upon termination or resign, you are responsible to return any company property for example: store keys, Staff uniform, safe codes, any gift certificates, hopper passes, Customer database etc…

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read and understand above procedure and rules, I understand that if I don’t do my job properly then it could result in financial loss from my Paycheck and termination.

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 (Signature – Manager/Employee) (Date)

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Signature – Owner/Management) (Date)