

Mini golf procedures

Sessions 10am-1.30pm & 1.30pm-5pm – please arrive 15mins before your session starts for handover. Must have an adult present but students can help.

Fi (Lion's club volunteer) will open up & close at the end of the day. Call Fi if you need help in the day – 021 0833 1738.

All information can be found in the red folder under the till.

Volunteers' duties

- Put the sign out by the main door at the beginning of the day & bring in around 4.15pm.
- Turn the sign (at the end of the golf course) to open at the beginning of the day & to close around 4.15pm to allow time for the last people to get around the course.

Day sheet

- Record SHGC (as the group) on the day sheet (found on the counter) & note if it's an am/pm/full day shift.
- Record the freezer temp on the day sheet at beginning of the day.
- Record any complaints/maintenance issues & any stock that is received on the day sheet.

Mini golf

- Sales through the till (the till is very easy to use).
- Give out putters/balls & advised customers of the process:
 - Toilet by hole no:1
 - Pens to remain on each station.
 - If it's busy they can start at any hole but need to do No:18 last as it retains the ball.
 - Put putters in the barrel at the end of their game.
 - No food or drink around the course except water. Please leave food/drink on the tables by the entrance.
- Wipe down putters after use & return to the rack.
- Wash balls after use - collect balls from the hole 18 bunker (key by the putters on R side).
- Periodically check the course for rubbish & ensure pens are in the correct places. Check toilet for paper etc.

Shop sales

- Ice creams, chilled drinks, hot drinks, chips & chocolate bars all go through the till. Payments via eftpos/cash. All prices & individual items are preloaded on the till.

Other

- No free entries unless there is a voucher.
- Gift vouchers are available for sale (on the shelves near the potato chips).
- No alcohol on the premises during normal opening hours.
- Receive stock, check it off on the packaging slip & stock shelves as required.

0

Any issues, contact details for the Lion's club members are in the red folder under the till.