

Introduction to the Workplace

Staff Picture

Take your Staff picture

Gym Opening Procedures

- Unlocking the doors
- Turning on all the lights
- Turning on all the electronics
- Setting up the Gym for the day
- Gym cleanliness

Coach's Command Center

- Electronics, music, slide show
- Coach's notebooks
- Stamps & stickers
- Handouts & bleacher announcements
- Class cards
- Monthly staff calendar
- Class Progressions/Lesson plans
- Class rotations - Start & stop on Time
- New student letters

Seymour's Office

- Bday Supplies: Helium & balloons
- Tables, chairs
- Vaccums, brooms, dust pan
- Mop sink
- Cleaning solution & refills
- Towels
- Electronic sprayer
- Blower
- Miscellaneous supplies - Cabinet in girl's RR
- The Banana

Kitchen/Back Office/Back Storage

- Storage shelves/Gym supplies
- Tools
- Refrigerator
- Microwave
- Sink & cabinets
- Desk
- Lockers & personal items

First Aid

- First Aid Cabinet
- No medication
- Band-aids & wraps
- Ice packs

Cleaning (see details on cleaning procedures)

- Trash Recepticals
- Lobby/Viewing Area
- Boy's & Girl's Restrooms
- Gym Area
- Kitchen/Back Storage
- Front Desk Area
- Seymour's Office

Between Classes

- Working the door
- Cleaning/straightening/organizing
- Talking with parents
- Interacting with students
- Bathroom breaks/Breaks in general
- Band-aids & wraps
- Ice packs

Miscellaneous

- Front desk area, Coach's mailbox, etc
- Bday/Tooth Fairy chest & certificates
- Wifi passwords
- Gym information display
- AO Pro/Class uniforms
- Parent's Computer, Monthly Calendar

Gym Closing Procedures

- Shutting down all electronics
- Straighten & return Equipment to its home
- Straighten & re-organize Coach's Command Center
- Cleaning
- Turning off lights
- Locking doors