

## **DAILY OPERATIONS AT A GLANCE**

**Office address:** 250 San Simeon Ave., Suite 3B, San Simeon, CA 93452 **Office phone:** 924-1628

**If the office is locked** – Enter your 4-digit code followed by 00. A green light will blink before you can enter. If you are the last person to leave the office, test the door to see that it locks behind you. The door should lock automatically. If it doesn't, press the button on the inside of the door.

**Check in at the office BEFORE each shift.** It is important that you sign in **before** each shift. Doing so ensures that you will be covered under California State Park's Workers Compensation policy should any injury occur to you during your shift.

**Sign in the BLACK BINDER** (AKA the **LOGBOOK**) that is located on the worktable and indicate the number of hours that you will be on the bluff that day. (Do NOT include driving time, as this will be automatically added to your Bluff Hours. Then you need to sign in on the "**BEFORE**" clipboard. Indicate here whether you will be going to the North or South end of the parking lot. Doing this enables your fellow docents to know where they are needed most. If you are doing a table shift indicate that assignment on the "**BEFORE**" clipboard.

**Check** the bulletin boards and the blackboard next to the worktable and above the equipment drawer for new information and postings.

**Refill your pack** with newsletters. Remember to take plenty of extra newsletters, both folded and unfolded, to refill the holders on the bluff. Help yourself to any "snacks" that might help to get you through your shift!

**Bathroom.** As there presently are no bathrooms on the bluff (this will hopefully change soon) now is a good time to "freshen up".

**Morning "A" Shifts** should take a donation tube with a fully charged Wi-Fi transmitter to the bluff and install it on the bulletin boards at each end of the bluff. Be sure to turn the Wi-Fi transmitter ON! Before leaving the bluffs, confirm that the "B" shift docents will return the donation tube. (*More specific details about the tube and transmitter is posted in the FES office*)

**Confer with other docents** in the office or at the rookery about a plan for the day to decide who will cover each end of the bluff.

**Use the clicker** in the pack to count the number of visitors to whom you talk. Be sure to record the number in one of the small notebooks at the end of each shift.

**Hand out newsletters** to visitors who seem interested in learning more. We don't want to add to the litter problem, but we do want to give visitors something to take home if they want. Remember to mention the webcam.

**Retrieve the donation tube and the transmitter at the end of the afternoon B shift** and return the equipment to the office. Turn the Wi-Fi transmitter OFF and replace the transmitter onto the charging system in the office so it will be ready for the next morning. Count the money from the donation tube and note the total on the **AFTER** clipboard. Deposit the money in the safe (loose coins go in the Blue bucket on the table).

**Journal Summaries** – Remember, at the end of each session, to write your observations of the day and the "clicker" counts in one of the small notebooks. Include the date, shift and location worked as well as your name.

**Non-Bluff Hours.** If you have any non-bluff volunteer hours to record (meetings, lectures, etc.), this might be a good time to record those hours in the **BLUE BINDER**. Details about recording non-bluff volunteer hours are described on the next page (and inside the blue binder).