

## **Eglin Yacht Club Manager Continuity File**

### **Task 1**

Coordinate with Commodore, membership chairman, and club financial manager to process membership applications/dues/initiation fees.

a. Check for paperwork in club door slot, in dive flight box, and on bar cabinet. Relay information to membership and finance, and leave papers/cash in safe. Read data to insure that new applications meet the club OI, and discuss items of interest with membership chairman/commodore.

b. Monitor membership and finance on obtaining name tags for new members (and replacement of lost tags for current members).

### **Task 2**

Manage the keys, combinations, and locks of the club and cabinets.

a. Operate the key control log, located in the bar cabinet, to issue building keys to council members, committee chairmen (includes dive flight), janitor, and loaner key sticks. Attempt to recover keys from past key holders no longer on the council or committees. Recent decision was made to let all Past Commodores retain a building key.

b. Monitor who has post office box keys, and who checks for mail.

c. Coordinate combinations and operational maintenance of locks on club house, dive flight, dive flight bathroom, ice machine, grill shed, and boat/dock cart.

d. Manage key locations for bar liquor cabinet, hazard storage container, supplies locked cabinet in club closet (burgees/flags/files), and dive flight door key. Club closet cabinet key and dive flight key are kept in the basket inside the locked bar cabinet. Bar cabinet and hazard storage container keys are kept in a location specified by the current club manager.

e. Monitor who has safe combination, and maintain battery powered access. Includes storing manual safe key, and combination change capability.

f. Monitor status and use of keyed cubbyhole storage units in wheeled kitchen bar cabinet (normally condiment counter). Very few have workable keys held by members. No master key known. Some have locks replaced with non-standard locks. No list of box users.

g. Monitor status of dive flight cash/papers lock box for combination and usage. Normally, \$70 cash is kept in there for change (4x\$10, 4x\$5, 10x\$1). If papers and cash don't check out, check the refer cash bowl to see if somebody made change there.

### Task 3

Facility Management: Coordinate with Ben's Lake Manager, who owns the building (official employed facility manager for club buildings and dock), for the following:

a. Facility/building/systems maintenance and repair/replacement. Includes door locks, key control (fire access), alarm systems, fire extinguishers, electrical systems, water systems/plumbing, windows, roofs, and doors. Includes the diver building and equipment with help from dive flight manager. Includes fire inspections and servicing of fire extinguishers.

b. Coordinate/manage external docks, sidewalks, fences, parking lots, sheds, containers. Includes grounds upkeep.

c. Represent the club in the annual fixed item inventory with the FSS inspector and Ben's Lake Manager. Dive flight manager assigns a dive worker to help inventory dive regulators, tanks, air banks, buoyancy compensators, compressors, and a/c unit. Club inventory includes ice machines, ice bins, beverage cooler and storage cooler/cabinet, food warmers, and air conditioning units. Items not on official inventory are: refrigerators, stoves, tables, chairs, barstools, TV, PA system, grill, deck furniture, and lounge furniture.

d. Coordinate with Facility Manager (Ben's Lake) and FSS resource manager to turn in salvage equipment. Also work with them to obtain equipment from DRMO (base salvage/recovery).

#### Task 4

Currently performs Quartermaster duties:

a. Inventories beverage sale items, and purchases re-supply beers, wines, sodas, mixers, and bottled water. Manages inventory to prevent beverages from going out-of-date/stale. Determines what to stock to cater to members preferences. Beverages are purchased with the assistance of the FSS contract finance official, at the Class6 and commissary stores using the Impact card system. We keep an extra copy of the receipts to coordinate with the club finance manager.

b. The inventory sale system also includes burgee flags that are ordered by the membership chairman, and paid for by the FSS contract finance official.

c. Quartermaster duties also include purchasing/stocking expendable supplies such as plastic plates/bowls/utensils, paper towels/napkins/toilet paper, soaps, dishwasher detergents, and janitor supplies (cleaning vinegar, gloves, masks, mops, etc.). Most of these supplies are purchased at Paradise Paper Company using an invoice account at FSS contracting.

d. Cash and checks for beverage and burgee sales are placed in plastic bags with identifying notes, in the safe for pickup by the finance manager. These need to be kept separate from dinner payments that are tracked in different accounts. Extra cash found in the safe is from beverage sales done after hours, that was placed in the counter slot.

e. A cash tray is kept in the liquor cabinet with approximately \$55 of cash and coin. It is used for dinner function bar sales. Following the function, the tray is sorted to 2x\$10 bills, 2x\$5 bills, 10x\$1 bills, and \$15 in quarters/coins. All excess cash/checks is placed in bar labeled plastic bags in safe.

f. Cash for beverage sales in the dive flight refrigerator, are placed in a bowl on the refer door shelf. Change normally left in the bowl is 5x\$1 bills and \$2 in coins. Excess cash is removed and placed in the club safe bar bags — ONLY after missing beers and sodas are replaced. This is the only way to insure that the proper sales are tracked.

g. Monitor financial sales/purchases/utilities with financial manager on monthly financial report and at Council meetings.

## Task 5

### Potable Water Control

a. Building, boat ramp, and dock water systems are controlled by valves in two insulated boxes outside the east kitchen windows. If CE or maintenance shuts off these valves, it will turn off the ice machine (water supplied and cooled), and will turn off the dock water.

b. There is an additional shutoff water valve (and faucet) to the docks located in the ground metal box near the dock electrical panel pole. This valve is used to isolate the dock system during freezing weather, so that the dock drain valves can be opened to empty the pvc pipes.

c. If a deep freeze is anticipated for several days, the ice machine needs to be turned off with water supply lines turned off and drained. The supply valve in the two insulated boxes needs to be turned off, and then the drain valve in the small round covered ground cylinder on the west side of the grill shed, needs to be opened. Care should be taken to clear the dirt from the opening before draining to prevent soil contamination in the pipes. Also important is to put warning labels on the supply valve boxes so that somebody doesn't mess with the valves while the drain is open. People and/or CE using the boat ramp water have been known to mess with those valves to hose down their boats (after winter ops closed the valves).

## Task 6

Manage the club janitor, supplies, and contract.

a. Coordinate with club finance manager and FSS contracting to keep janitor annual contract active. Provide building key and Grill shed combination to janitor.

b. Monitor janitorial schedule and quality control check job done.

c. Purchase janitorial supplies.

## Task 7

Attend monthly Advisory Council meeting, and provide information and advice.