

Physical Address

13901 S. Robert Trail
Rosemount, MN 55068

Business Office Address

5886 Blackshire Path, Suite 200
Inver Grove Heights, MN 55076



Irish Sports Dome

www.irishsportsdome.com
sales@irishsportsdome.com

cell or txt | 651-485-8843
dome | 651-423-0540

Week Day Log Sheet

DATE _____ ATTENDANT _____

START time of shift _____ END time of shift _____

Approximately every 30-60 minutes (jot down the time(s) that you do the following 3 tasks)

- walk the dome, pickup trash _____
- check toilets for toilet paper _____
- tidy up, make sure all is in order _____

During your shift (initial when you complete the task)

- Greet the customers (get to know them!)
- Spray and wipe down desk area _____
- Update following days schedule on the white board _____
- Date lost and found items _____
- Shovel and salt entrance as needed. Make sure emergency exit doors are clear of snow _____
- **Check Cage Card Rentals** that take place during your shift in EZ. Make note if any money is still due. Call Patty if you have questions on how to access this info _____
- **Taking payment for batting cage virtual cards, or rentals? - _____**
Go to the Irish Dome Website/MISCForms/Receipt of Payment

END OF SHIFT (initial when you complete the task)

- Make sure all soccer and LAX goals are in proper location and behind netting _____
- Compile Garbage at end of night – fuller garbage cans toward front (North) of Dome _____
- All Full cans outside of Airlock (Thursday Night)—Bring in Garbage Cans and put in Position (Friday)
- **On Tuesday night**, place “Parents and Spectator” banner on the front lobby board _____
- **On Wednesday night**, take down “Parents and Spectator” banner, roll and place behind the board

TAKE A PIC of this form at the end of the evening and txt to Patty

NOTES—Anything that Patty or Doug need to be aware of? Or staff for the next day?

COMPUTER IS TO NEVER BE TURNED OFF