

YOUTHFIELD.COM Employee checklist (TO DO)

- ___ 1. arrive 2 hours prior to scheduled activity.
- ___ 2. clean up any loose trash on property. Take bags to dumpster or haul off.
- ___ 3. open trailer and shack.
- ___ 4. clean all paintball guns, masks, and fill pods with paintballs
- ___ 5. fill all tanks
- ___ 6. keep all gear in trailer and in shack up on shelves (off ground)
- ___ 7. **separate and organize** all gear (keep everything in groups)
- ___ 8. report by text message any gear that needs repairs or replaced to manager.
- ___ 9. set up archery backdrop, put out animals (3d targets)
- ___ 10. turn on music over speakers.
- ___ 11. practice TV for safety videos.
- ___ 12. Stay late until everything is cleaned and put away.

Offline duties between groups:

- ___ 1. wash all clothes and ref shirts
- ___ 2. fill scuba tanks
- ___ 3. order supplies (paintballs, arrows, etc)
- ___ 4. shop for food and drinks (fill cooler with ice, drinks hot dogs, sandwiches)
- ___ 5. charge golfcart and side battery.
- ___ 6.