

Shop Manager Duties

This is meant to be a summary of your responsibilities and in no way supersedes the Operations Manual. It is intended to be a quick reference only

- 1) Any person who unlocks the doors and allows members to enter, **AUTOMATICALLY ACCEPTS THE SHOP MANAGER DUTIES**. If no one wants to accept the Shop Manager responsibility, the shop is to be closed and locked.
- 2) **MORNING SHOP MANAGER:** check out the shop key from the monitor at the Kuentz Pool Rec Center about 15 minutes before the shop is scheduled to be opened.
 - i) **Refer to the “Shop Manager’s Check List” for things to do.**
 - ii) Put on the Shop Manager blue apron.
 - iii) Turn on all of the lights.
- 3) **AFTERNOON SHOP MANAGER:** meet with the Morning Shop Manager and get filled in on anything that might affect your shift.
 - i) **Refer to the “Shop Manager’s Check List” for things to do.**
- 4) **BOTH SHOP MANAGER SHIFTS:**
 - i) Must wear safety glasses
 - ii) Meet with your Monitor Staff to coordinate shift activities and duties.
 - iii) Be familiar with the duties of your Monitor staff.
 - iv) The Shop Manager and Monitor Staff are in complete charge during the shift.
 - v) Safety is the first priority; rules are to be monitored and adhered to.
- 5) **IN CASE OF FIRE:**
 - i) Call 911 immediately.
 - ii) Evacuate members from the building.
 - iii) Fire extinguishers may be used, if appropriate, while awaiting the Fire Department.
- 6) **IN CASE OF SERIOUS INJURY or ACCIDENT:**
 - i) Call 911 immediately.
 - ii) **DO NOT** transport any injured person.
 - iii) Keep injured person on the floor—do not put them on a table.
 - iv) Administer first aid as required and only if you are qualified and assume the responsibility.
 - v) If blood/bodily fluids are present or you are working on an injured person, put on the rubber gloves **for your protection.**
 - vi) Complete an injury report, located on the wall adjacent to the first aid kits in the assembly room area, and place it in the President’s mailbox.
 - vii) AED is located on the wall next to the Tool Crib Door in the Machine room

- 7) **IN CASE OF TOTAL ELECTRICAL SHUTDOWN:** due to commercial power failure or due to an emergency, i.e., someone pushed the red Emergency Stop buttons, FOLLOW THE SEQUENCED PROCEDURE OUTLINED BELOW:
 - i) Make sure all machines have been switched off.
 - ii) Wait at least 2 minutes, and then reset major circuit breakers (bottom ones) in the 3 power panels.
 - iii) Turn on the vacuum and compressor.
 - iv) Sequentially start all machines as needed.

- 8) **Vacuum and Compressor:** if you lose air pressure, call the Kuentz Rec. Center Supervisor at 544-6580.
 - i). Phone number is listed above Tool Crib

- 9) **SHOP SAFETY REQUIREMENTS:**
 - i) Members must wear eye protection with protective side shields when working with machinery or power tools
 - ii) Visitors and Guests are required to wear safety glasses while in the machine area of the shop.
 - iii) Members are not allowed to work in the machine area of the shop with long sleeved shirts.
 - iv) Members are not allowed to wear open toed foot wear without written approval from the Board on file.

- 10) Remind members to clean the equipment and surrounding area after use if they forget to do so.

- 11) Blatant refusal to abide by the shop rules is cause for expulsion from the shop.

- 12) If a member's entry is rejected by the computer and it is brought to your attention, use good judgment. Attempt to determine if the person is a current member and if their monitoring duties have been met by looking in the **Membership Notebook** by the front counter.

- 13) It is OK to use the Lumber Room Monitor as a Floor Monitor if necessary. If you have extra Monitors, assign them where needed. Keep as many Monitors on the shop floor as possible.

- 14) Monitors are not to work on personal projects in the assembly room while on duty.

- 15) When the shop is busy and others are waiting to use the equipment, members are asked to limit their use of a specific machine to 30 minutes unless a special set-up is required.

- 16) Write up any equipment that needs attention. Use the form located next to the Maintenance Room door.

- 17) If a member breaks a shop tool, record their name and badge number and put it in the "To be repaired box" in the Tool Crib. The Tool Crib Manager and the Board will determine if the member will have to pay for its replacement.

- 18) Do not allow anyone other than authorized maintenance personnel to repair any equipment.

- 19) No one is to sharpen any tools except their own.

- 20) If a visitor asks for a tour of the facilities, try and find a Board Member or qualified volunteer to do so.

- 21) If a non-member wants some wood cut or something made, notify our Special Projects Group. If the job is left, get the person's name and phone number. Then put this information along with the project on the Special Projects Bench. If a non-member wants to purchase wood, have a member purchase it for them.
- 22) The shop does not repair chairs or ladders for community members due to legal liability.
- 23) Do not block open the exit doors.
- 24) Refer to the sign above the shop sink for a list of materials which cannot be cut with the shop blades.
- 25) Splitters on table saws are a safety device. However they may be removed if need be.
- 26) Band Saws:
 - i) Do not allow circles to be cut on the Re-saw or Log Cutting band saws.
 - ii) Make sure that the band saw guides are in the lowest position when not in use.
- 27) Wood Lathes:
 - i) Check that the lathe heads are in the unlocked position.
 - ii) Face shields are mandatory while machine is running
 - iii) Lathes **are not to be running while unattended**
 - iv) Make sure the red lights of unoccupied lathes are turned off.
- 28) If a lumber delivery arrives, you must take an inventory of the material delivered and get it stocked. You can do this personally or enlist help from the shop. This must be done before anyone purchases the material.
- 29) AT THE END OF EACH SHIFT:**
 - i) Verify the Lumber Room Transaction Sheet and sign where indicated.
 - ii) Place all money and this sheet in a dated envelope and then into the Strong-Box.
- 30) **AFTERNOON MANAGER:** before leaving the building:
 - i) **Refer to the "Shop Manager's Check List" for things to be done before leaving:**
 - ii) Lock doors to the Tool Crib (both doors) and Lumber Room (front, back and garage doors).
 - iii) Make sure motion detector for security lights is activated.
 - iv) Turn off all lights.
 - v) Check and lock all four exterior building doors and return the key to the Monitor at the Kuentz Pool Rec Center.