

COTK check-in DT member

Team Leader: Julie Landers



- **Before Service**

- Arrive at your designated post 15 minutes prior to your serving time.
- Check your station to make sure it is working and on.
- Check with the Director to see if there is anything needed for the morning that is already not planned.

- **During Service**

- Greet families and kids as they check in. Carry a smile and attitude of making them feel happy and welcome to be here. Thank them for attending our church.
- If they are new and need to be directed to the desk, please show this where to go and how to complete first time guest information.
- Supply families with check in tags for all kids and confirm they have a parent tag.
- Keep an eye for latecomers and anyone entering the kid's wing to assist them with check in or getting through locked doors.
- If there is a technology issue, let the team lead or staff member know right away.
- Wish them a great service as they leave your area.

- **After Service**

- Check to make sure stations are logged out and areas are cleaned.
- If at the desk, please tidy up before leaving.
- Let team leader know when you are leaving your post.

- **Additional Info**

- Wear your staff name tag or lanyard for all services and make sure it is visible to all guests.
- Communicate to Julie if you are late or need to cancel.
- Communicate to the admin (Katelin) if anything needs to be ordered before next weekend.