

Responsibilities of Shop Managers

1. The Shop Manager (SM) must enforce all shop rules. Keys to the shop may be taken away from the SM if these rules are not enforced.
2. The SM is responsible for directing volunteers to work as a team and is responsible for settling any disagreements. Any unresolved disagreements or issues are to be settled by the Board of OM Inc.
3. The SM is responsible for making sure the shop is opened at the beginning of his/her shift. If the shop will be opened late the SM is responsible for notifying the volunteers for that shift by phone. If he/she cannot be present for his/her shift, another SM must be found to cover that shift. If no other SM can cover that shift, the volunteers have to be notified by phone in a timely manner.
4. The SM may use his/her discretion in allowing people who have not signed up for that particular work shift to use the kitchen and office area until the end of that work shift.
5. The SM must not allow more volunteers in the shop than he/she can safely supervise.
6. The SM must not leave the shop during his/her entire shift unless another SM can supervise the volunteers.
7. The SM is responsible for making sure that when the shop closes the kitchen area has been cleaned, dishes have been washed and put away, the shop has been cleaned, tools and other materials are put back in their proper places, the lights have been turned off, the heat is turned down to 55, and the door is locked.

