STAFFING BREAKDOWN
BY ATTENDANCE/EVENT

SESSION ATTENDANCE	POSITION	QUANTITY
<100	DOOR GUARD	1
	FLOOR GUARD	1
	SNACK BAR	1
	SKATE RENTAL	1
	CASHIER	1
	ZAM/MAINT.	
	DJ	1
		6
100-150	DOOR GUARD	1
	FLOOR GUARD	2
	SNACK BAR	2
	SKATE RENTAL	1
	CASHIER	1
	ZAM/MAINT.	
	DJ	1
		8
150-250	DOOR GUARD	1
	FLOOR GUARD	3
	SNACK BAR	2
	SKATE RENTAL	1
	CASHIER	2
	ZAM/MAINT.	
	DJ	1
		10
250+	DOOR GUARD	2
	FLOOR GUARD	3
	SNACK BAR	3
	SKATE RENTAL	1
	CASHIER	2
	ZAM/MAINT.	1
	DJ	1
		13
HOCKEY PRACTICE	CASHIER	1
	ZAM/MAINT.	1
		2
HOCKEY GAMES	CASHIER	1
	ZAM/MAINT.	1
	SNACK BAR	1
		3
LEARN TO SKATE	CASHIER	1
	SNACK BAR	1
	FLOOR GUARD	1
	SKATE RENTAL	1
		4
BIRTHDAY PARTIES	1 PER 3 PARTIES	

EMPLOYEE SCHEDULE   FOR THE MONTH OF_____

EMPLOYEE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY

M = MAINENANCE   D = DJ   Z = ZAMBONI   R = RENTAL   SEE TIM IF YOU
F = FLOOR GUARD   G = GREETER   C = CASHIER   HAVE ANY
B = SNACK BAR   H = HOSTESS   S = SCOREKEEP.   QUESTIONS.

Shift Change Request
Employee wanting shift change:

_____

Shift you are not able to work: (day / date / time)

_____

Signature: _____

Employee filling shift:

_____

Signature: _____

What position is being filled? (I.e. Skate Guard / Snack Bar)
You must be TRAINED to work this position

Manager's Initials: _____

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