

FRONT END SCHEDULE

Thursday, July 30

Shopping Hours: 9:30 AM - 8 PM (shoppers in at 9 am & on checkout line by 8:30 pm)

Temp Coordinator Overall Schedule

Emilia	1-9 (1-2 break cover, 2-3:30 unpack, break 4:30-5=Sophia)
Ingrid	8-3:30 (8-9:30 RCV, break 1:30-2=Noga)
Isabel	9:30-6:30 (10:30-3:30 meal/break, 3:30-5 checkout #12, 5-6:30 break cover)
Kezia	9:30-5 (break 2-2:30=no cover, 2:30-4 entrance, 4-5 unpack)
Merlin	8-4 (8-9:30 RCV, break 1-1:30=Noga, 3-4 RCV)
Michael	2-10 (break 5:30-6=no coverage, 6-6:30 break coverage, 6:30-10 checkout assist/close)
Morris	2-10 (break 6-6:30=Isabel)
Noga	1-8 (1-2:30 break coverage, break 5-5:30=Isabel)
Patrick	4-10 (break 5:30-6=Isabel)
Rebecca	9:30-4 (break 1-1:30=Emilia)
Roberto	5:30-9:30 (no break < 6 hours)
Ryan	11:30-7:30 (2-2:30 break=no cover, 2:30-6 checkout assist, 6-7:30 entrance)
Stefanie	9-6 (9-9:30 RCV, break 2-2:30=Noga, 3:30-4 unpack, 4-6 entrance)
Sophie	9:30-5 (break 1:30-2=Emilia, 3:30-4 checkout #14/16, 4-4:30 RCV, 4:30-5=break cover)
Zoe	4-10 (break 6-6:30=Michael)

Break Coverage Detail

1-1:30 **Noga** covers Merlin @ #17
 1-1:30 **Emilia** covers Rebecca @ #15

1:30-2 **Noga** covers Ingrid @ #12
 1:30-2 **Emilia** covers Sophia @ #18/\$
 2-2:30 **Noga** covers Stefanie @ #14/16
 4:30-5 **Sophia** covers Emilia @ #18/\$
 5-5:30 **Isabel** covers Noga @ #17
 5:30-6 **Isabel** covers Patrick @ #14/16
 6-6:30 **Isabel** covers Morris @ #19
 6-6:30 **Michael** covers Zoe @ #15

Open/Set-Up	Jana (7-9), Lewanika (7:30-8:30)
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Outside/Entrance	Jana 9-11 / Lewanika 8:30-11:30 Karen 11-2 / Matt 11:30-1 Jana 2-2:30 / Valerie 1-3 Silvia 3-5:30 / Kezia 2:30-4 (yes, 30 minute overlap with Valeria on purpose) Ken 5:30-6:45 / Stefanie 4-6 Alex 6:45-7:30 / Ryan 6-7:30 Ken 7:30-7:45 / Alex 7:30-8
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Permanent staff member listed "Roamer" below is the point of contact for all temporary staff. Please see that person if you have questions or concerns. Also, the permanent staff Roamer may modify assignments on this schedule based on needs on the ground at the Coop. Thank you!

Roamer	Matt 9:30-11:30 Lewanika 11:30-12:30 12:30-2 OUT/ENT with Jana at checkout assist
Checkout support, Cashier, ENT/OUT support, unpacking help at checkout when two people (this person unpacks*)	2-5 OUT/ENT [Emilia 2-3:30] [Stefanie 3:30-4] [Kezia 4-5] 5-8 OUT/ENT with Ryan and Michael at checkout assist Alex 8-9

GOAL: efficient turnover of shopping members at checkout and no checkout line. Roamer focus is checkout lines move as quickly as possible -- including stepping in to assist and/or run checkouts -- and pink tags get recycled immediately upon shopping member arriving at checkout. **The unpackers [in brackets] assists shopping members with unpacking at checkouts 11/13, 14/16, 17.** No help need be offered at 12, or 19.

Checkout #11	Kezia (9:30-2)	Michael (2-5:30)	Roberto (5:30-9:30, closing 9:30)
#13	Annette (9:30-10:30 and 11:30-12:30) Jana (12:30-2)	Ryan (2:30-6)	Alex (6-6:30) Michael (6:30-10, closing 10)
#14	Assist on #11/13 and #14/16	Assist on #11/13 and #14/16	
#16	Stefanie (9:30-3:30, break 2-2:30=Noga)	Sophia (3:30-4)	Patrick I (4-10, break 5:30-6=Isabel, closing 10)
#17	Merlin (9:30-3, break 1-1:30=Noga)		Noga (3-8, break 5-5:30=Isabel) Roam post 8 pm
#19	Isabel U (9:30-10:30) Annette (10:30-11:30) Ryan (11:30-2)		Morris (2-10, break 6-6:30=Isabel, closing 10)

Express #12	Ingrid (9:30-3:30, break 1:30-2=Noga)	Isabel (3:30-5)	John (5-9)
#15	Rebecca (9:30-4, break 1-1:30=Emilia)	Zoe (4-10, break 6-6:30=Michael, closing 10)	
#18/\$	Sophia (\$) (9:30-3:30, break 1:30-2=Emilia)	Emilia (3:30-9, break 4:30-5=Sophia)	

* = this person could make the page about hand washing/glove changing every 30 mintues.

Close	KEN/Alex (9-9:30)
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Person in ALL CAPS is point person for closing

Second Floor	Silvia 9:30-1:15 Lewanika 1:15-3 Matt 3-5:30 Karen 5:30-6 Valerie 6-8
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Sit at Greeter (or assigned membership office desk): Laundry, Product and Bottle Returns, Soda Stream, Answer staff phone, hand out paychecks. Also OOO, and Food Processing if you are so inclined.

Membership Coordinator Schedules

Alex M	6-9:30	6-6:30 checkout assist at #11/13 and #14/16, 6:45-8 OUT/ENT, 8-9:30 ROAM/close
Anna	OFF	
Annette	SWAP-SAT	
Brandi	OFF	
Dawn	OFF	
Jacquelyn	OFF	
Jana	7-4	7-9 Open, 9-11 OUT/ENT, 11-12:30 OOO/break, 12:30-2 checkout assist, 2-2:30 OUT/ENT, 2:30-4 OOO
Jason	OFF	
Karen	11-7	11-2 OUT/ENT, 2-5:30 OOO/break, 5:30-6 2nd Floor, 6-7 OOO @ home
Kathleen	OUT-REQ	
Ken	4-midnight	4-5:30 OOO @ home, 5:30-6:45 OUT/ENT, 6:45-7:30 break, 7:30-7:45 OUT/ENT, 8-9 MC Meeting, 9-midnight close/clean
Lewanika	7:30-3	7:30-8:30 open, 8:30-11:30 OUT/ENT, 11:30-12:30 OOO ROAM, 12:30-1:15 OOO/break, 1:15-3 2nd Floor
Matt	9:30-5:30	9:30-11:30 ROAM, 11:30-1 OUT/ENT, 1-3 break/OOO, 3-5:30 2nd Floor
Phi Lee	OFF	
Silvia	9:30-5:30	9:30-1:15 2nd Floor, 1:15-3 break/OOO, 3-5:30 OUT/ENT
Valerie	1-9	1-3 OUT/ENT, 3-6 OOO/break, 6-8 2nd Floor, 8-9 MC meeting