

## **GENERAL FITNESS & WELLNESS PROGRAM ASSISTANT POLICIES AND PROCEDURES**

**Purpose:** This policy is used to describe the procedures for F&W program assistants.

**Scope:** These policies and procedures are used by all F&W program assistants.

### **Policies:**

#### **I) ADDING SHIFTS & UPDATING WHEN TO WORK:**

- a) Login to [www.whentowork.com](http://www.whentowork.com) on your “manager” account (this is different from your “employee” account).
- b) Go to schedules, calendar view and click “monthly” to pull up the main Fitness & Wellness calendar.
- c) Select your appropriate staff (fitness monitors, group fitness instructors, personal trainers) at the top right corner of the screen (drop down box) to view the schedule you need to edit.
- d) If adding shifts, you will need to click “add shifts” at the top of the screen.
- e) A pop up window will open, enter all the shift info and click save (be sure to select the appropriate position, position color, and number of shifts). For more info on adding shifts, see a F&W professional staff member for help.
- f) To assign an employee a shift, click on the unassigned or trade board shift (a pop up window will open) and select the employee you want to assign the shift to then click save.

#### **II) PATRON COUNTS:**

- a) Updating the electronic patron counts spreadsheet
  - i) Use the paper patron counts sheet to update the Google patron counts spreadsheet (login to the F&W Google account to access) for patron counts weekly by logging in to the F&W google account.
  - ii) Be sure all totals are summed and the data tables are complete weekly.

#### **III) INVENTORY:**

- a) Conducting inventory of fitness equipment
  - i) Use the Google inventory spreadsheet (login to the F&W Google account to access) and count the number of each piece of equipment and the details (color, brand, etc.) in each location listed on the spreadsheet.