TULSA PARKS RECREATION CENTER NEW EMPLOYEE ORIENTATION

TASK	TRAINED BY	DATE OF TRAINING
OPENING AND CLOSING PROCEDURES		
MONEY HANDLING PROCEDURES		
DAILY CASH REPORT		
REC PRO MEMBERSHIPS		
REC PRO REGISTRATIONS		
REC PRO RENTALS		
REC PRO REPORTS		
TMA-WORK ORDERS		
REPRODUCTION-LOG IN		
REPRODUCTION –IN HOUSE		
BUILDING SCHEDULING-ROOMS		
PROGRAMMING		
EMERGENCY PROCEDURES		
CAMP ORIENTATION		