



Business Administration & Operations Activities

Update December 11, 2019

Administration

- Participating in project meetings/lead staff meetings
- Reconciling/correcting 401k benefits/employer match/audit employee files
- Submit payroll (s)
- Onboard new employees
- Researching solutions for additional restroom/ADA facilities for upcoming busy season
- Familiarizing with gift shop processes
- Familiarizing with Operations projects/regular contractors
- Medical benefits admin/implementation set
- Coordinate with Bookkeeper for payments and coding in Quickbooks/tying in add'l reports
- Review with lead staff exhibit presentation details

Susan Scheyder
Director of Business and Operations

Grounds/Building

- Assist with new research building location and preparation
- Refurbish stingray tank, power wash and paint sides and install new tops
- FOS pickup truck needed oil change and new tires
- Remove buttonwood on the south side of the parking lot
- Reinstall distance and direction pole
- Reinstall donor plaque for sea life statue
- Paver installation on the west side of Gamefish Lagoon
- Repower the turtle pavilion and davit
- Bicycle rack area cleanup and paver install
- Gathering estimates for FOS metal roof structures

Shaun Jackson
Operations Manager