
Kent Family History Center

Opening the Family History Center

1. Unlock Doors, cabinets as needed, and turn on lights in all rooms.
2. Turn on computers as needed (2-4 computers to begin the day).
3. Computer User name: "patron" Password: "kfhc"
4. Sign-in on staff schedule, check patron sign-in sheet. Replace if needed.
5. Put out sandwich board by front door entrance.
6. Greet all patrons with a smile, be polite and helpful, help them to gain the Blessings promised to those who search out their families.
7. Make sure to not get distracted with your own family history and forget to be of service to the patrons.
8. Let the Director know of any problems; call Gary Hanby at 253-951-7898 or 253-631-3278.
9. Pass on information to the oncoming shift by note or in person.
10. Dress for staff is casual.

