

## LODGE CAPTAIN DUTIES

- Make members and guests feel welcome in the lodge.
- Check room allocations sheet using the details provided by the Bookings Manager.
- Check that all essential services are operating correctly.
- Report any urgent problems to: the caretaker Sam Brantsma on 0414 418104 & the Bookings Manager, Scott Beattie on [bookings@talara.com.au](mailto:bookings@talara.com.au)
- Check that adequate supplies of toilet paper and paper towels are in the communal bathrooms during your stay. Ensure rubbish is removed from the kitchen and bathrooms. Ask members and guests to help you. You are not expected to carry out these tasks solely by yourself.
- Recycling of glass, plastic and cardboard is expected. Bags for recycling are placed in the kitchen corridor and are taken, when full, to the Talara garbage enclosure at the roadside below lodge. Extra bags are located in the kitchen corridor or can be obtained from Kosciusko Thredbo's Environmental Services Dept. Again, feel free to ask other members and guests to assist you with this on a daily basis.
- Check that members and guests are maintaining the general cleanliness and tidiness of the communal areas. Depending on the mix of guests in during any given week it may make sense to leave one of the vacuum cleaners downstairs within easy reach, so parents can clean up quickly after meals.
- Remind members and guests who are in rooms 1 & 7 that their bathrooms need to be cleaned entirely when vacating the Lodge.
- Remind members and guests to clean, vacuum and dust rooms, including replacing garbage bin bags when vacating.
- Remind members and guests to vacate rooms by the set time (see notices in bedrooms).

Thanks in advance for helping out the club and your fellow members & guests during your stay!