

LODGE CAPTAIN DUTIES

- **Make members and guests feel welcome in the lodge.**
- **Check room allocation, using details provided by the Bookings Manager.**
- **Check that all essential services are operating correctly.**
Report any problems to:
Sam Brantsma on 0414 418104 or
Bookings Manager, Keith Evans on (02) 4342 8210 on your return home.
- **Check that adequate supplies of toilet paper and paper towels are in bathrooms during your stay.**
- **Ensure rubbish is removed from kitchen and bathrooms. Ask members and guests to help you.**
You are not expected to carry out these tasks yourself.
- **Recycling of glass and plastic 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 (to left of washing machine) or can be obtained from Kosciusko Thredbo P/L.**
- **Check that members and guests are maintaining the general cleanliness and tidiness of the communal areas.**
- **Remind members and guests who were in rooms 1 & 7 that their ensuites need to be cleaned when vacating the Lodge.**
- **Remind members and guests to clean and vacuum rooms when vacating.**
- **Remind members and guests to vacate rooms by set time (see notices in bedrooms).**