

CLEANING DUTIES

The Club has contracted a professional cleaning company to completely clean the clubhouse including the outside toilets after 11pm on Monday, Wednesday and Saturday of each week during the Summer season and Sunday evening during the Winter period.

It will be necessary however for a two man roster to be maintained to ensure that tables in the lounge and hall area are kept clean and that toilet rolls, paper towels etc are kept well stocked both inside and out.

During summer the rostered team should work on Tuesday, Thursday and Sunday, also the team leader should consult the Bowling Program and ensure that the cleaning is also carried out following each day the club facilities are used to ensure that the premises are clean and tidy for the next event. During Winter cleaning should take place on Thursday and Sunday.

As has been the case previously the first named member will act as team leader and is responsible to liaise with the second named member concerning duties to be undertaken.

Team Leaders:-

- Are responsible for opening and locking premises and passing key on to next team. (please ensure you and team member understand the locking and security system) The front door key works in the reverse and the key must be taken out before opening the door.
- Contact your team member as a reminder and to discuss attendance etc.
- In emergency situations or if additional cleaning is considered necessary, please contact roster co-ordinator - John Thorburn

Lounge Area:

Tables and chairs to be cleaned and reset
Rubbish bins to be emptied and relined where necessary.

Main Hall Area:

Tables and chairs to be cleaned and reset.
Rubbish bins to be emptied and relined if necessary.

Kitchen:

Empty rubbish bins.
Remove empty cardboard boxes and place in yellow recycling bin.
Remove and clean tray to Fly Zapper.

Male Toilets:

Refill paper towels, toilet rolls, soap & sun lotion containers. Empty paper towel bins and replenish Urinal blocks.

Outside Toilets:

Refill paper towels, Urinal blocks and soap containers.

Outside General:

Empty rubbish bins and cigarette butt containers.
Place any cardboard, bottles & cans into recycling bin.

Bins must be put out on Sunday & placed on kerbside at entrance to back laneway, garbage bins are collected on Monday morning and recycle bins on Tuesday morning. These bins need to be collected and returned to the back door of club.