

## DUTY 15 - RUBBISH: KITCHEN and LOBBY

### Daily/and when necessary

- Single use gloves are provided in the kitchen, discard after use.
- Collect all rubbish and recycling bags from kitchen.
- Collect rubbish in the lobby bins and lobby area (cardboard etc).
- Take all rubbish to rubbish collection hut next to Buller Central (out front door turn left, approx 50 meters up The Avenue on the right).
- **Clean** the area around top of bins in the slide out unit with detergent/water mix and chux wipe – chux wipes are in the bar area under the stairs.
- **Clean** the rubbish bins **as required** with detergent/water mix and chux wipe and discard after use
- **Disinfect** area around bin tops using the premixed bleach solution in the spray bottles (slide out units).
- Reline bins with the appropriate plastic liners. There is no green waste bin this year.
  - Recycle bin – clear bag with either red or black writing.
  - General waste – black garbage bag.