

DUTY 23 - BAR AREA

COVID DUTY:

Twice Daily (Morning and Afternoon):

- disinfect high touch areas in bar and tea/coffee area using bleach mix
 - tap handles
 - light switches
 - bar fridge handles
 - ice maker
 - tea/coffee fridge handle
 - cupboard and drawer handles
 - boiling water dispenser
 - coffee machine controls
- record completion in the high touch point disinfection log in dining room (AM and PM)

On leaving:

- disinfect using bleach mix - bar top, bar stools, tea/coffee benchtop
- wipe down your bed underlay(s) with an IPA WIPE. *Do not use bleach.*

Daily:

- Put any empty bottles in recycling
- Tidy shelves
- Clean bench and sink
- Resupply instant and ground coffee and tea from cupboard under sink in bar.
- Resupply sugar from upstairs hallway store.
- Wipe and clean out bar fridge
- Arrange furniture.
- Remove rubbish bag and place in Lodge entry lobby bin
- Reline bins

Coffee Machine - as required:

- Empty coffee pods and excess water from drainage area under grate beneath where coffee comes out - grate and pod receptacle slides out towards you.
- Replenish coffee pods on stand. Pods are in drawers below with additional packets of milk and pods under sink in bar.
- Fill water tank
- Fill powdered milk hopper
- Perform machine **daily** clean procedure (see Instructions on inside door of overhead cupboard above machine)