

DUTY ALM - ASSISTANT LODGE MANAGER

COVID DUTY: Assist the Lodge Manager with all the following Covid related duties.

- Enter duties on the attendance board prior to people arriving so everyone can review their duty on arrival.
- If the lodge is lightly occupied:
 - try to not use areas where possible to limit the cleaning needed and update the disinfection log to indicate which high touch duties are not required (e.g don't use bunkroom 1 & 2 and the downstairs bathroom) write reason on back of disinfection log.
 - people may need to be assigned additional high touch duties to ensure all required communal area high touch duties are performed (note: if a bunkroom is unoccupied that duty is assigned but only the communal area high touch cleaning is needed as the bunkroom is unoccupied)
- Ensure that arrivals check in using the Service Vic QR code app (preferred) – people without a smartphone can sign in using the lodge PC. The PC has been set up with the Service Victoria kiosk on the web browser bookmarked on the bookmark bar across the top of the browser. Ensure people sanitise hands first.
- Ensure all arrivals are aware of the arrival procedure document and that they read and understand it and fully understand their high touch duty(s) and the requirement to fill in the disinfection log when daily.
- Check all bedding is correct – members and guests are to use their own bottom and top sheet, doona cover and pillow case. Recommend to use the weekly disinfection log to tick off bedding check for each room.
- If people do not have the correct bedding there are doona covers and pillow cases in the cupboard next to lodge supplies upstairs that can be provided. In this event advise the people that the fee is \$80 per person and give the people a garbage bag for them to use at the end of their stay to place items in, seal and give to the lodge manager. Advise the booking officer who will invoice the member the required fee in the booking system. We will need to arrange dry cleaning of the sealed items in Mansfield when we have enough.
- If possible open windows between bookings to air the rooms – only use top tilt opening if rain/snow or high winds are expected. New arrivals can close them when they arrive.
- Ensure bulk container of bleach solution in laundry is refilled when empty with water and bleach to the required ratio (written on container) and advise people where they can top up the bleach solution spray bottles.

Check:

- that all covid Duties are done including twice daily high touch disinfecting duties

On leaving: wipe down your bed underlay with an IPA WIPE. *Do not use bleach.*

Allocate Assistant Lodge Manager when lodge occupancy is 20 plus.

Check that all duties are satisfactorily completed. Report dereliction of duties to Lodge Manager.

Advise members assigned to critical duties (such as snow clearing, bar/coffee area and rubbish) that they are assigned to the duty as early as possible so they are aware to commence as soon as required.

General supervision and co-ordination.

Ensure all means of access and egress are clear of obstacles daily

Purchase bread, milk butter and margarine for breakfast and other supplies as required (if we have run out and there are none in supply cupboard) Purchase from village supermarket on the APIRA account, write purchaser's name on receipt and put in drawer in entry foyer (below telephone)

Check that vacated bedrooms windows are shut and the electric blankets and heating are turned off.

Support Lodge Manager in their duties.