

DUTY LM - LODGE MANAGER

COVID DUTY:

- 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.*

Check out times are 6:00pm Friday and Sunday. People may move in earlier only if rooms are vacant.

DUTIES

General supervision and co-ordination:

- Allocate Assistant Lodge Manager when occupancy is 20 plus.
- Train Assistant Lodge Manager
- Advise guests that they must clean and vacuum their rooms before departure.
- Check that the deadlocks on all fire escape doors are deactivated and the locks are locked into the open position. This includes the front entrance door, the outside door to the ski entrance room, the two fire escape doors at the Moose end of the building, the upstairs TV pool table room door, main lounge/bar area door, the outside drying room door and the basement door below the drying room exit door.
- Acquaint and train Assistant Lodge Manager with the systems. If no Assistant Lodge Manager has been appointed ensure Assistant's duties are performed.
- The midweek Lodge manager must perform the Fire Alarm Test with the Assistant Lodge Manager, every week, preferably Wednesday, and fill in the log sheet in the fire alarm cabinet. The instructions are also in the Fire Alarm cabinet. Record any malfunction in the log record and notify a committee member.
- Ensure all points of access and egress are free of obstacles
- Change the entry and ski door codes to the new code at 6 PM on Friday.
- Lodge Manager should be aware that the lodge has emergency sheets, pillow cases and towels located in the upstairs cupboards in hallway between sunroom and billiard room. These are available for guests that have forgotten to bring these items (or were not aware they needed to)
- Guests using these items are responsible for laundering them and returning them to the cupboard after use.
- **Bunklists** Generally, the bunkroom allocations will be done before the Duty Lodge Manager arrives. You will still need to see separate laminated sheet "**Lodge Manager – Bunk List Creation and Reporting**" next to Lodge Computer (note! need to update this!)

- **Duty Allocation & Late Bookings**

Allocate duties on the whiteboard.

Normally bunks will be allocated on Thursday night for the next period. The weekend Lodge manager will review the bunk allocation and allocate duties for the weekend. Allocation of bunks/duties will be determined using a method which is fair and equitable to all members in accordance with suggested priority duty list allocation.

The **Lodge Manager may accept Direct Bookings** from members or recommended guests (no unknown people) if the booking can be accommodated. The bed night fees **must be paid, using the Club's online booking system**, an updated version of the bunk list will need to be downloaded to pick up the late bookings (as per **Bunklists** above - laminated sheet)