



### Sample Weekly Work Roster

RESPONSIBILITY	JOB	DAY
Room Occupants	Vacuum room and empty tidy bin	Must be clean for Saturday
Room Occupants	Place doona cover, fitted sheet, pillow slip in laundry – do not fold.	Saturday morning
Lodge Leader	Pack doona covers, etc. into laundry bags. Reuse plastic inner bags	Saturday or Sunday on arrival weekend
Lodge Leader	Put laundry bags out for collection	Monday BEFORE 8:00am
Lodge Leader	Stack returned laundry in linen cupboard.	Thursday
	Clean bar and wash glasses.	As necessary
	Vacuum lounge rooms and sweep kitchen	As necessary
	Empty garbage bins (wash bin lids Friday)	As necessary
	Vacuum and tidy locker room	Friday
	Defrost bar fridge	Friday
	Vacuum stairs	Friday
	Clear fire exits and front stairs of snow	As necessary
	Clean food cupboards and walk-in fridge	Friday
	Clean wood room, laundry, power board area, ski room, drying room and lower toilet	Friday
	Clean stove filters (put through dishwasher)	Friday
	Clean ovens	Friday
	Clean barbecue	Friday
	Clear snow from front verandah	As necessary
	Stack wood box	Must be stacked for Saturday