



# SUMMER LODGE LEADER RESPONSIBILITIES

*Your aim is to ensure the lodge operates smoothly and to facilitate the enjoyment of a happy, relaxed atmosphere*

## FIRST EVENING OF GUEST ARRIVALS:

**Introduce yourself to each guest and explain your responsibilities.**

- Check that everyone who has arrived has **checked their name off** the Trip-list
- **Report any non-arrivals** to the Thredbo Manager or in Guthega to the Admin Manager AND in your Lodge Leader's Report
- Ensure everyone has watched and understood the **COVIDSafe briefing video**
- Ensure everyone has signed the **waiver**, collect and put them in the envelope provided and place it under the door of the Lodge Manager's flat.
- Check everyone has a **Jobs List** and is aware of their responsibilities

## DURING YOUR STAY:

- Ensure that **COVID sanitising** is carried out as detailed in the Jobs List
- Monitor members' attention to **completing their Jobs** and guide members (especially Associates) on what is required
- **Monitor supplies**, particularly COVID sanitising supplies and advise on provisioning if no resident Lodge Manager
- Use the next page to make notes during your stay
- **Ensure no visitors enter the lodge**
- Act as Fire Evacuation Warden (if no Lodge Manager)
- Check that guests have no issues or complaints
- Address situations of unsuitable behaviour or contraventions of rules

## AT THE END OF YOUR STAY:

- **Check rooms** and ensure all listed jobs have been satisfactorily completed
- Ensure the checklist for each room is completed and **signed before guest departures**
  - **If you must leave before the last guest**, please identify someone who agrees to undertake the final Lodge Leader inspection duties (and shutdown) on your behalf AND
  - Please **note their name** in your Lodge Leader Report
- **Ensure the lodge is left clean AND secure.** Follow Lodge Shutdown Instructions if the lodge is being left empty (particularly in Guthega)
- **Complete your Lodge Leader Report**
  - Include relevant items noted on the next page.
  - It is important that you complete the [Lodge Leader Report](#) at the end of your stay or as soon as possible after your return home.
  - Your feedback is important to the Committee to ensure our guests and lodges are COVIDSafe.



## Lodge Leader's notes

Name: .....

Date: .....

General issues

Maintenance requirements and supplies needed

Complaints and Health and Safety issues

Suggestions or interesting items