



Winter LODGE LEADER RESPONSIBILITIES

Your aim is to ensure the lodge operates smoothly and to facilitate the enjoyment of a safe and 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 Lodge Manager AND in your Lodge Leader's Report
- Ensure everyone has watched and understood the **COVIDSafe briefing video**
- Ensure everyone has signed the **waiver** and recorded their temperature, collect these and place in the envelope provided, then place under Lodge Manager's door.
- Check everyone has a **Jobs List** and is aware of their responsibilities
- Ensure all guests use their assigned rooms. **Lodge leaders cannot approve room changes.** This can only be done by the Admin Manager and the Lodge Manager.

DURING YOUR STAY:

- Monitor guests for COVID symptoms and if present, report to the lodge Manager
- Ensure that **COVID sanitising** is carried out as detailed in the Jobs List
- Monitor Members' attention to **completing their Jobs** and guide guests (especially Associates) on cleaning requirements
- **Monitor supplies**, particularly COVID sanitising supplies and advise on provisioning if no resident Lodge Manager
- **Ensure no visitors enter the lodge**
- Act as Fire Evacuation Warden (if no Lodge Manager)
- Assist guests with issues or complaints and report unresolved matters to the Lodge Manager or Committee
- Address situations of unsuitable behaviour or contraventions of rules

AT THE END OF YOUR STAY:

- Ensure members understand their responsibility to complete their cleaning tasks and checklist before leaving the lodge
- **Ensure the lodge is left clean AND secure.** Follow Lodge Shutdown Instructions if the lodge is being left empty and check all external doors are locked.
- Ensure that the lodge is left clean and secure. You may need to delegate this to another guest if you intend to leave early.
- **Complete your Lodge Leader Report**

It is important that you complete the online [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 run smoothly and are COVIDSafe.



- **NOTES:** Please enter your notes here.

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