



Summer LODGE LEADER RESPONSIBILITIES

FIRST EVENING OF GUEST ARRIVALS:

- Introduce yourself to each guest when convenient and explain your responsibilities. (often Sat. works well when most guests are around)
- Check that everyone who has arrived AND has **checked their name off** the Trip-list.
- **Report any non-arrivals** to the Lodge Manager (Summer in Guthega to the Admin Manager) AND in your Lodge Leader's Report (see survey monkey link below)
- Check everyone is aware of the job assigned to them from the Jobs List and is aware of the breadth of their responsibilities.

DURING YOUR STAY:

- Ensure that cleaning and **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**, and advise Admin Mgr on provisioning (if Lodge Manager is not in residence).
- **MONITOR Guests health and discuss if any concerns**
- Monitor noise levels in stairwell, accommodation corridors and communal spaces and address if necessary.
- Act as Fire Evacuation Warden (if no Lodge Manager is in residence)
- Register any guest complaints and/or situations of unsuitable behaviour or contraventions of rules in the Lodge Leader's report.

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 early**, 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 – **check all exterior doors**)
- **Complete your Lodge Leader Report**
 - 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 us and we thank you for your input.