

## TAUPO SKI CLUB DUTIES

No.	Suggested People	Duty & Description
1	1	<b>Firewood:</b> Chop kindling and fill upstairs wood baskets as required.
2	1	<b>Vacuum and Tidy:</b> Entrance hall and bunkroom hall and dust, clean and tidy (shoes, lost property etc) in front entrance foyer area. Vacuum stairs to top floor.
3	1	<b>Vacuum and Tidy:</b> Lounge (moving furniture), dining room and stairs
4	1	<b>Bathroom/Toilet/Landing: Upstairs</b> Clean toilet, shower, sink and mop floors with toilet mop, vacuum landing and stairs.
5	1 or 2	<b>Bathrooms, Toilets: Main floor</b> Clean toilet, shower, sink and mop floors with toilet mop.
6	1 or 2	<b>Bathrooms, Toilets: Basement</b> Clean toilet, shower, sink and mop floors with toilet mop.
7	2	<b>Locker Room, Drying Room, Back Entrance:</b> Sweep and/or vacuum all floors and tidy up any items left lying around.
8	1	<b>Rubbish and Recycling:</b> Sort any recycling from kitchen (including cardboard boxes) into recycling bins in entranceway. Dispose at Top of Bruce. Replace liner bags in all bins.
9	1 or 2	<b>Breakfast:</b> Suggestion: Cereals, fruit, milk, plates, make porridge, heat pan for poached eggs, spaghetti or beans.
10	2 or 3	<b>Breakfast Dishes:</b> (Each person washes and stacks their own dishes). Wash remaining dishes, pots, pans etc. Wipe stoves, benches, tables & run steriliser. Turn steriliser off & empty when finished.
11	1	<b>Prepare Dinner Vegetables:</b> Check cooks requirements.
12	1	<b>Pre-dinner Tidy Up:</b> Wash, load and unload steriliser. (can amalgamate with 11)
13	2 or 3	<b>Dinner:</b> (Can be amalgamated with 11 & 12)
14	1 or 2	<b>Dining Room and Lounge:</b> Clear and wipe tables, dust and wipe all surfaces including windowsills and tidy up.
15	4 to 5	<b>Dinner Dishes:</b> (Each person washes and stacks their own dishes). Wash remaining dishes, pots, pans etc. Wipe stoves, benches, tables & run steriliser. Turn steriliser off & empty when finished.
16	1	<b>Kitchen Clean:</b> Sweep and mop floor after breakfast (and dinner if necessary). Use kitchen mop.
17		<b>Lights and Heaters:</b> Monitor and turn off as necessary.

The Duty List is to be adapted accordingly, by the Hut Officer.

### Weekly Jobs: (Custodian/Hut Officer to check they are completed every Sunday)

- A. Wipe out Ovens (Major clean at work party)
- B. Tidy/Wipe down Fridge. Remove old food.
- C. Check fire for ash and clear if necessary. Empty Ash Tin
- D. Tidy/Wipe down Kitchen Pantry
- E. Empty Dehumidifier
- F. Wash Tea Towels and bathmats
- G. Empty Vacuum Cleaners
- H. Ensure exists are clear at all times (ie: snow)