



Responsibilities of the Lodge Captain - Hotham

On behalf of the Directors, we would like to thank you for agreeing to act as Lodge Captain during your stay. The following instructions are to help guide you through the main duties of a Lodge Captain.

- Place the list of Accommodation for the week as supplied by the Booking Officer on the notice board.
- Introduce yourself as Lodge Captain to all staying guests and ask to see their QR code confirmation.
- Confirm they are the persons staying as per the list supplied. Report any anomalies to the Booking Officer.
- Go through the Daily Duties list with the guests on the notice board to ensure they are aware of their duties.
- There is storage for their groceries in the kitchen with the corresponding room number on the front of the cupboard door. There is also fridge and freezer space for each room as indicated.
- Remind them they must clean their room before departing and there should be cleaning products in the room.
- Departing guests are to return all used bedding into the bags it was delivered in and left in their room for collection.
- Ask departing guests to take or throw out any leftover food from the Cupboard, Fridge or Freezer. Covid restrictions mean no provisions can be left for other guests.

Ask the last to leave the Lodge

- **DO NOT TURN OFF THE FRIDGES OR POWER.**
- **Put out the garbage from the internal bins.**
- **Empty out the dishwashers.**
- **Ensure the Fridges have no food left in them.**

Report any maintenance issues or accommodation issues to the Booking Officer who will refer these to the corresponding board member for actioning and remember it is both their holiday as well as yours so relax and enjoy.

Thank you again for your assistance. Have a safe and happy holiday

Regards,

Keith Farrell

Accommodation Director