



Responsibilities of the Lodge Captain

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 Booking Receipt and photo ID to confirm they are the person 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 a shelf in the fridge with the room number on it. Extra fridge and freezer space is available in the downstairs fridges.
- Ask them to let you know if they are leaving before their scheduled departure date and advise the Booking Officer of the change as there may be other members on a waiting list for those days. Remind them they must clean their room before departing and there should be cleaning products in the room. If more is required they are in the cupboards above the Ovens at Jindabyne.
- Ask departing guests to take or throw out any leftover food from the Cupboard, Fridge or Freezer.
- Remind all not to prop open the external doors and you should do a quick check each night that the doors are closed and locked before going to bed.
- If someone has locked themselves out of a room at Jindabyne there is a master key in the locked box near. Please put the key back after use. This key will also open the storeroom where there are more cleaning products, toilet paper, etc is required. There are also some limited tools in the storeroom if you need to do some repairs. Alternatively you can contact the Booking Officer, Karen Johnson 02 4261 9191 or the Accommodation Director, Matthew Boseley on 0411 730 380 and they will arrange the local site manager to call in.

Tell 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,

Matthew Boseley

Accommodation Director