

# **JOBS TO DO.....**

## **1. Security**

Check "Damage, Hazards, Faulty, Repairs" on PKracer.com

Big safety checks around both parks and add damage on PKracer.com

Fix what you are allowed to do and let the manager know what you have done.

Check if all the first-aid kits are stocked, if not, add on the Pkracer.com to order

## **2. Restocking**

Restock all the fridges, display stand and dispensers (soap, toilet roll, hand towels, sunscreen, grip socks etc)

Put away new stock (if signed off)

Check the stocks and make an inventory.

Write on PKracer.com what we need to order.

And notify Nick and Betsy if it cannot wait (paper towels, toilet paper, hair nets, drinks, Ice cream, bin bags, chips, grips socks)

Restock the wristbands.

## **3. Refilling**

Refill all the boats, Karts, and Blowers.

Refill all the Fuel Cans (Not the bumper boat little cans, these need to be mixed with motor oil.

Fuel run (Ask before)

Put the hose in the bumper boat pool (if needing a top-up) the water should be just below the wooden blocks.

## **4. Cleaning and tidying**

Toilets twice a week (floor and walls included)

Empty every bin.

Showroom (surfaces, floor)

Pick up any rubbish and Tidy up outdoors and indoor areas.

Staff areas/offices.

Clean the podium.

Keep the Workshop tidy and clean.

Put away any tools in the workshop.

Check between the fence and outer bumper boat area for rubbish/cabbage leaves etc.

Pick up cabbage leaves off the track, around Pro Karts and the Nelson Park area.

Sweep the stairs of the hydro slide (only if they are wet)

Clean Hydro slide steps, if not being used (weekday job)

Clean the sides on the hydro slide run-out pool at the bottom (gets dirty on the sides)

Sweep stones off the mini golf paths.

Clean sign-in tablet screens with spray and a paper towel in circular motion.

Tidy Hydro slide mats.

Vacuum office floor.

Clean bi-folding doors (at the hydro slide and pro karts counter) with window cleaner.

**If needed:**

Gardening: Weeding, Mowing (when required), Spraying weeds (as required), Hose outdoor areas Prokarts & Trampoline Park (at least once a month)

Cleaning windows

Pump bumper boat tubes pumped up

Clean Vehicles (ask Nick before)

Check oil and Water Vehicles/Tyre pressure (monthly)

Check fuel levels.

Scoop algae off the bumper boat pool.