

## **Job Description and Duties 2022**

### Cleaning:

- *Clean public toilet once or twice daily - including floor and walls.*
- *Clean staff toilet daily and stock dispensers as required*
- *Empty Rubbish bins in toilet several times daily.*
- *Check and replace stock all hand towel dispensers, toilet roll dispensers, soap dispensers every day.*
- *Check all hand sanitisers are at least half full.*
- *Check sunscreen dispensers are full.*
  
- *Re-Stock drinks fridge.*
- *Re-Stock grip socks.*
- *Re-Stock icecreams.*
- *Re-Stock chips.*
- *Put away new stock (if signed off)*
  
- *Clean Showroom daily.*
- *Keep showroom tidy and used eftpos receipt.*
- *Clean podium at least once weekly.*
- *Clean around counters and sign-in tablets.*
- *Vacuum bathrooms, showroom, office and reception area.*
- *Vacuum office weekly, empty rubbish bin.*
  
- *Do a fuel run.*

## Outdoor Area

- *Pick up all rubbish around all spectator areas – daily*
- *Pick up rubbish and tidy up around the whole perimeter of Pro Karts and Trampoline Park*
- *Sweep up or leaf blow stones on paths – daily*
- *Pull weeds out.*
- *Hose outdoor areas Pro Karts and Trampoline Park at least one a month.*
- *Mowing (when required)*
- *Spraying weeds (as required)*

## Vehicle Maintenance

- *Clean Vehicles (ask Nick first)*
- *Check oil and water vehicles monthly.*
- *Tyre pressures on all vehicles monthly.*
- *Check fuel level on vehicles.*

## Workshop

- *Keep workshop clean in conjunction with Mark (mechanic)*
- *Put tools and/or power tools on Mark bench.*