

LODGE LEADER DUTIES

- The RCH Ski Club Committee appoints a Lodge Leader for each week/weekend of occupancy and has given the Lodge Leader the authority to ensure the safe and pleasant running of the Lodge and its members and guests. It is anticipated that with group cooperation Lodge residents will have an enjoyable stay.
- House rules are common to all Club Lodges and are aimed at safety, efficiency and comfort.
- The Lodge Leader should be familiar with the appropriate Lodge “Operating Instructions”. These instruction manuals are situated in the kitchen area/dining tables of both Lodges.
- All residents of the Lodge are required to assist in the day-to-day operation of the Lodge. Lodge duties are allocated according to room number. These are written in the Operating Instruction manual and posted instructions are located behind each room door at Mt Buller. When the Lodge is not full the Lodge duties should be shared by the remaining residents at the discretion of the Lodge Leader.
- The Lodge Leader should *encourage* residents to complete their cleaning and tidying duties by **lunchtime** on the day of departure. This will ensure that the Lodge is clean and tidy for the arriving members and their guests. If lodge duties are not carried out, the Lodge Leader will inform the committee and that member or guest may be refused further bookings.
- It is recognised that lodge living requires shared responsibility for ensuring reasonable behaviour by all residents. The Lodge Leader should attempt to resolve any received complaints about the behaviour of any resident by direct discussion with the resident. If this fails to resolve the issue, the Lodge Leader can lodge a report with the committee who will discuss the complaint and take appropriate action.
- Room allocation has been organised by the Booking Officer and is accurate at the time of print. The Booking Officer may contact you by email or phone with amendments. Please post this amended list on the notice board located in the hallway of the Lodge. The Lodge Leader has the authority to direct residents to a change in room allocation. The booking officer should be contacted if issues cannot be resolved and/or additional beds are required.
- Supplies for the kitchens, bathrooms and lights can be found in the storeroom of each Lodge. Please replenish supplies from the storeroom and contact the Lodge Manager if more stores are required.