



THE PINNACLE SKI CLUB (INC)

INFORMATION AND INSTRUCTIONS FOR LODGE LEADER AT THE TUROA LODGE

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LODGE LEADER APPOINTMENT - TUROA LODGE

Please act as Lodge Leader for the period as annotated on your Lodge Authority.

The full duties and information for Lodge Leaders are detailed in the Lodge Leader's Manual by the Notice Board in the Lodge. We urge you to acquaint yourself with all the operational manuals in the Lodge when you have a quiet time to do so.

Herewith is a summary of your responsibilities as Lodge Leader, how to apply them, and what action to take:

1. You are boss	Consult with Fire Safety Officer	Your decisions are binding on all residents. Report to Committee.
2. Latest Lodge booking chart.	Take off Fax and ensure matches actual Residents.	Any discrepancies ask for Lodge Authority. Refer to manual & report to Committee.
3. Duty Roster.	Prepare appropriately for number of residents	Ensure duties are fairly & properly attended to.
4. Members' responsibilities.	Own bed linen. supplied/used	For non-compliance \$25.00 laundry charge applies. Note member details & report to committee
5. Change over time for bunks.	12 noon.	Ensure all advised.
6. Emergency Equipment & Procedures	<p>a. Power Out</p> <p>b. Fire Risks; Discuss with Fire Safety Officer, ensure Floor Wardens appointed & Emergency Procedures understood by all. SAFETY FIRST.</p> <p>c. Smoking PROHIBITED.</p>	<p>Check other buildings are also out phone Lines Co. Refer manual.</p> <p>In event of fire: Phone 111, give our address: The Pinnacle Ski Club Lodge 21 Totara Street , Turoa Alpine Village, Ohakune.</p> <p>Strictly NOWHERE in Lodge</p>
8. Rubbish	Out by 7 am only on Mondays	<p>In council bags for council collection and out at the front of the driveway in Rubbish bin</p> <p>Otherwise Residents to take to the tip, about 1 km north on the left hand side of the road, or take it home!!!</p>

9. Other	<p>a. Dinner Guests may be invited by Club Member residents</p> <p>b. Consideration of others.</p> <p>c. Lost property.</p>	<p>Only by prior arrangement with Lodge Leader</p> <p>Apply your discretion, rowdiness after 10 pm may need to be curbed.</p> <p>To bin in basement.</p>
10. Closing up	When the lodge is to be left unoccupied.	If you have never done this you must consult the manual to ensure the Lodge is left safe & secure.
11. Fire Safety	Consult with your Fire Safety Officer; know who's responsible for each task.	Ensure all residents know about Safety precautions, escape exits and procedures, assembly point, the location and use of fire fighting equipment etc.

LODGE LEADERS REPORTS are considered to be an important aspect of Club and Lodge management. Committee is appreciative of the responsibility members acting as Lodge Leader undertake. Reports are reviewed and acted upon at each Committee Meeting. Committee's findings and/or decisions on the matters raised are conveyed to Lodge Leaders in most cases.

Committee is keen to improve awareness of the Club's management and operation across a broader band of our members. Lodge Leaders can play a big part to assist in this by talking to the users of the Lodges, imparting their knowledge, and asking residents to be observant of things that need attention and to report these to Lodge Leaders or directly back to committee.

We have put together some crib notes here which may assist you when you have a team talk for safety and operational matters. Consult with your Fire Safety Officer to make sure this very important topic will be well covered in the team talk:

- Introduction
- Duties - Duty roster explained
- Own bed linen – laundry charge \$25 if not supplied
- Bunk change over – 12 noon day of departure
- No smoking anywhere in Lodge
- Rubbish – in council bags and out by 7 am only on Mondays for Council collection, otherwise Residents to take to the tip, or home
- Consideration of others – noise down after 10 pm
- Know Lodge door code – last out each day must lock
- Be observant – report breakages or wear and tear
- If you get things out – put them away when finished
- During the Winter Season, liaise with the Cook for those members who require dinner on a Saturday evening to carry out cleaning/washing up duties after dinner.

To be returned to the Maintenance Officer

REPORT FROM TUROA Leader _____ from _____
to. _____

If you have not already informed the Booking Officer please detail the action you took in the following situations:

1. Arrivals not on booking chart ask to see their Lodge Authority invoice.
2. Arrivals without a Lodge Authority or extensions of stay not invoiced, ask for their names and their vehicle registration number.
3. Complaints you have received and suggestions made to you for the better running of the Lodge.
4. Lack of co-operation from either members or their guests.
5. From your observations and feedback from other members of the Club report any “things to do”.
- 6 Food Supply - Please list any food items that are required or that need replenishing.
7. Return this report by email to maintenance@pinnacleskiclub.co.nz or post to:
The Pinnacle Ski Club, PO Box 11026, Ellerslie, Auckland 1542.