



## Woolshed Housekeeper

The primary purpose of this role is to ensure that volunteering around the nursery and woolshed is a safe and pleasant experience. The Day Coordinator will normally allocate this role to one of the regular volunteers.

### Specific responsibilities

- Check woolshed toilet at beginning of day for cleanliness, toilet paper, towel and soap. Check at least once during the day's activities to ensure the area remains tidy. The sanitary bin is maintained by DOC
- Check water is turned on for the kitchen and toilet. Turn it off again at end of day if your group has turned it on. The tap is on the ground behind toilet; when the handle is in line with hose, water is on
- Keep the handwashing tub area clean and supplied with a clean towel and soap
- Supervise the BBQ operation and ensure an appropriate volunteer cooks. (1.5 sausages pp)
- Make tea, coffee, Milo available to volunteers, but not normally school children unless they are cold and wet
- Clean up after lunch and make sure all gas bottles inside and at BBQ are turned off. BBQ cylinders can normally be left under the BBQs
- After a BBQ, record the stock of sausages, bread, margarine and milk at the end of the trip and report this to Day Coordinator/Volunteer Coordinator
- Advise the Ranger when there are two empty gas bottles for the stove and BBQ. DOC arranges the re-supply of gas
- Check on supplies of coffees etc. Nestle provides the premixed coffee and Milo
- Arrange tidying and sweeping out the woolshed each day, removal of rubbish, and taking laundry home to clean
- Ensure the woolshed area is left ready for the next group
- Work closely with Nursery Group Leader to ensure a successful and enjoyable day
- Make sure woolshed is locked up when last person leaves
- Let Lois know when stocks of tea, tomato sauce, mustard, cleaners, toilet paper need to be replenished
- If cupboards, freezer or the general area of woolshed and nursery need cleaning, advise the Nursery Group Leader and ask for these tasks to be scheduled and actioned
- Report any H&S issues, and use of First Aid kit supplies, so they can be replenished.