

LOUNGE HOST

PURPOSE

The purpose of the Lounge Host is to make visitors to The Raglan Community House feel welcome.

KEY RESPONSIBILITIES

Morning Duties

- Ensure dishwasher is emptied.
- Put out biscuits, sugar and teaspoons.
- Open windows / put on heat pump.
- Collect mail from PO Box.
- Greet all visitors and offer them a cup of tea or coffee.
- Load dishwasher and keep kitchen area clean and tidy.
- Ensure phones are cleaned with anti-bacterial wipes.
- Open toilet windows.
- Complete tasks on volunteer job list as required.
- Take tea-towels, hand towels and cleaning cloths down to the laundry for washing.
- Other duties as assigned by the House Manager (this may include assisting in other areas of The Raglan Community House such as the Op Shop or Reception).

Afternoon Duties

- Ensure door handles of toilets and offices are cleaned with anti-bacterial wipes.
- Greet all visitors and offer them a cup of tea or coffee.
- Load dishwasher and keep kitchen area clean and tidy.
- Complete tasks on volunteer job list as required.
- Close all windows (including toilet windows).
- Put dishwasher tablet into the dishwasher cutlery container.
- Place biscuits in the fridge.
- Other duties as assigned by the House Manager (this may include assisting in other areas of The Raglan Community House such as the Op Shop or Reception).

REPORTS TO

The House Manager

TIME COMMITMENT

Drop-in Lounge

Morning: 9.30am – 12.30pm
Afternoon: 12.30pm – 3.30pm

Op Shop

Morning: 10.00am – 12.30pm
Afternoon: 12.30pm – 3.00pm

Or such other times as agreed with the House Manager.

SUPPORT

Training for these positions will be provided. In addition, the House Manager will be available for questions or assistance.

