

## Looking after the Quaker Meeting House for groups and Quakers

### Key

ALL Permanent and casual staff

Permanent staff Majk, Ellie, Ken

### Task

### Staff member trained in this task

#### DAILY

Emergency lights on, blinds open

ALL

Fridge and Freezer temps

ALL

Check toilets

ALL

Check for phone messages, notes from staff

ALL

Check Teamup

ALL

Check room set-up for daily bookings

ALL

Check if more milk required

Permanent staff

If groups arriving soon, open windows (if still required), put water out

ALL

Deal with incoming emails enquiries and bookings

Permanent staff

Leave notes for evening staff about any particular tasks you want them to be sure to complete

Permanent staff

#### WEEKLY (ish)

Check supplies - refreshments, consumables etc (NB Green City order must be in by early Wednesday for Thursday delivery)

Lead: Ken & Ellie.  
Also: Majk

Check catering orders for following week (final numbers/dietary requirements should have been notified by Friday of previous week, may need a nudge - then pass on to Xanders or SpaceScot accordingly)

Majk & Ellie.  
Backup: Ken

Shopping for Local Meeting: cheese, milk  
Test of fire alarms and emergency lighting

Ken & James H.  
Back up: Majk, Ellie  
Majk

### **MONTHLY (ish)**

Update HACCP (Food Safety) records  
Staffing rota  
Staff hours to Heather & Jackie  
Put staff shifts in Teamup once confirmed  
Check sending of invoices to hirers is up to date

*Not been done – will check what this is.*  
Majk to be trained  
Majk to be trained  
Ken & Ellie to be trained  
Majk. Backup: Ellie

### **AS NEEDED**

Change answerphone message e.g. if Meeting for Worship arrangements/times change, or MH is closed  
At 'end of term' times (e.g. before Easter, or in July), email regular groups to remind them to make bookings for their next series of meetings.  
Order more leaflets / Advices & Queries from Friends House Bookshop

Permanent staff  
Majk & Ellie.  
Backup: Ken  
Ellie