



Beaumaris Children's Playhouse

## Duty Tasks

<b>9:30am and 2:00pm</b>	
<b>Activities</b>	Set up a range of activities inside and outside. Remove toys from their containers and set up the activities in an appealing and stimulating way, to cater for 20+ children aged 0–5 years.
<b>Art Room</b>	Set up Art Room (refer to instructions in the Art Room).
<b>Reminder Calls</b>	Duty Supervisor (morning sessions only), to call next day's duty team for reminder.
<b>Letterbox</b>	Empty letter box. Distribute in the appropriate pigeonholes. (If in doubt place items in the Secretary's pigeonhole).

<b>10:15am and 3:00pm</b>	
<b>Eating Tables</b>	Wipe down outside table with surface spray and set out chairs. Put out plastic bowls and cups. Place water jugs on the high shelf above the water trough.
<b>In Kitchen</b>	Fill water jugs. Cut fruit and put on large platters with servers. (ask for contributions if supplies are low)
<b>Reminder</b>	Parents to wash their own children's hands and to serve their fruit.

<b>10:45am and 3:15pm</b>	
<b>Eating Tables</b>	Clear fruit table and wipe down.
<b>In Kitchen</b>	Wash up with hot soapy water.
<b>Stock</b>	Duty Supervisor to check stocks of soap, toilet paper, hand towels, kitchen supplies etc.

<b>11:30am and 4:00pm</b>	
<b>Art Room</b>	Clear up Art Room activities and replenish tray and paint for next session (refer to instructions in the Art Room).
<b>Coffee Machine</b>	Duty Supervisor to clean and tidy the coffee machine. Count and place money from the session in the cash box.

<b>11:45am and 4:15pm</b>	
<b>Indoor Activities</b>	<p>Pack away inside activities. Please put toys and equipment away in the appropriate containers (check the labels).</p> <p>If something is incomplete or broken please remove the item from the main toy shelves, place in the broken toy box in the Office and leave a note in the Play Co-ordinator's pigeonhole.</p> <p>Tidy up inside.</p> <p>Throw away or consign to lost property any items left lying about. (Lost property is stored above the baby pen).</p>
<b>Kitchen</b>	<p>Finish washing up and tidy kitchen.</p> <p>Place dirty tea towels and towels in the laundry basket located in the adult toilet.</p>
<b>Outdoor Activities</b>	<p>Pack away outside toys and equipment.</p> <p>Cover sandpit.</p> <p>Use blower to clear paths and bike track</p>

<b>12:00pm and 4:30pm</b>	
<b>Close</b>	Playhouse closes to members.
<b>Cleaners</b>	Cleaners arrive after close time.