

JOB DESCRIPTION

MIRAMICHI CROSS COUNTRY SKI CLUB

1. LIGHT FIRE.
2. CLEAN OFF STEPS.
3. SWEEP ENTIRE BUILDING (bathroom & kitchen)
4. CLEAN BATHROOM
5. UPDATE TRAIL BOARD.
6. KITCHEN
 1. check float
 2. plug in kettle
 3. on weekends fill coffee machine with water
 4. check supplies and prepare shopping list
 5. clean up kitchen (dishes, counter, stove etc.)
7. LODGE
 1. check membership pins & registration book
 2. organize table with information
 3. take trail fees & memberships as required
(always make receipts with names)
 4. encourage people to sign log book
 5. answer telephone inquiries (answer Miramichi Ski Club)
8. SPECIAL PROJECTS AS ASSIGNED (cleaning, preparing for special events etc)
9. BEFORE YOU LEAVE
 1. fill wood box
 2. straighten up chairs
 3. prepare & record cash deposit
 4. close bathroom door, close & lock kitchen
 5. turn off lights, lock door