



EVENT SET UP SCHEDULE

	EVENT SET UP SCHEDULE TO BE CARRIED OUT AS REQUIRED		
	ONCE PER DAY	ONCE EVERY WEEK (THURS)	ON COMPLETION OF EVENT
PLANNING	Follow Weekly Plan and liaise with Catering for instructions.	Acquire weekly events set up requirements from Catering (Shirilee Hillam) every Thursday.	
EQUIPMENT & FURNITURE SET UP	Follow weekly plan and set up each day according to the requirements of the plan that has been provided by Catering. For special events e.g. weddings. Have the function set up well before catering staff need to set the tables, it is important to liaise with catering for these type of events.		Disassemble the entire room returning all equipment and furniture back to the store rooms in a tidy manner.
EXTRA CLEANING	Check that the floors have been vacuumed and are clean. Vacuuming should occur when there are no clients in the building usually pre 8:00am. Stains must be shampooed if required, blotting may be sufficient. Liaise with cleaner to ensure the room is clean.		The room must be vacuumed after each event. Do the vacuuming when there are no clients in the building usually pre 8:00am. Stains must be shampooed if required, blotting may be sufficient.
DURING QUIET TIMES	During quiet periods shampooing of carpets and chairs is required, you may also be required to be engaged in tasks that the Catering manager or assistant manager need completed.		
SAFETY	Follow safe work practices e.g. Manual handling and PPE whilst setting up and cleaning.		