



## CLIFTON SPRINGS BOWLING CLUB INC

39 Springs Street, Clifton Springs Vic 3222  
admin@cliftonspringsbowls.com.au  
cliftonspringsbowls.com.au

# DUTY TASKS – MIDWEEK & SATURDAY For Pennant Matches played at C.S.B.C.

## Skips To Check If Rostered for Duty and Inform the Team

### AM DUTY: Inside

- Set out cups on kitchen bench with tea and coffee, sugar, milk, teaspoons, biscuits.  
Fill up supplies if needed prior to play.
- Check tables and benches are clean, using kitchen disinfectant spray and a clean cloth.
- Check sufficient toilet rolls, paper towel in toilets, soap dispensers working, and toilets are clean.
- Set up dishwasher for later use.

### AM DUTY: Outside:

- Put both flags up.
- Check whiteboard for which greens & rinks are to be set up and put jacks & mats at each rink.
- Check rink scoreboards set to 'o' ends and scores.
- Retrieve overall match scoreboards from main shed.
- Check water fountains switched on.
- Check seats in shade areas are clean from dirt and dust.
- Put out umpire's kit- please make sure that umpires kit is leant against a wall or undercover  
(blows over in the wind)

### PM DUTY: Inside

- Use dishwasher to wash used cups, cutlery etc.
- After use, put amenities away.
- Check tables and benches are clean, using kitchen disinfectant spray and a clean cloth.
- Check toilets and sufficient toilet supplies for next day use

### PM DUTY: Outside (*After All Play Has Ceased*)

- Ensure mats, jacks and markers are put away.
- Take flags down.
- Switch off water fountains.
- Put overall match scoreboards away.
- Take kitchen rubbish out to bins if needed.

**Thank you for your co-operation.**