

Develop the roster by inserting the employee name and task that needs to be completed each day and for each shift. You will need to:

- Take into consideration the employee's work schedule [shifts, classes and PT sessions] when deciding.
- Ensure that all team members are contributing equally
- The cleaning tasks can be found in the Maintain a clean centre – Policy and Procedures

**Assessor Instructions:** The students will need to develop the roster following the instructions provided. Students can choose different people to complete different tasks throughout the week, but in order to be deemed competent, the following criteria need to be met:

- The team member allocated to complete the cleaning task in a particular shift is working on this shift according to their work schedule.
- Team members who have busy shifts are not allocated more tasks than the team members who do not have classes or PT sessions on the same shift.
- Not one team member has significantly more tasks per week than the rest, according to how many hours they work. For example, a part-time employee should not have more tasks per week than a full-time employee.

Maintaining a Clean Centre Roster								
	Monday	Tuesday	Wednesday	Thursday	Friday		Saturday	Sunday
Morning Shift 8 am – 12 pm	<<Insert Name of Employee/s and task to be completed>>	<<Insert Name of Employee/s and task to be completed>>	<<Insert Name of Employee/s and task to be completed>>	<<Insert Name of Employee/s and task to be completed>>	<<Insert Name of Employee/s and task to be completed>>	Morning Shift 10 am – 2 pm	<<Insert Name of Employee/s and task to be completed>>	<<Insert Name of Employee/s and task to be completed>>
Afternoon Shift 12 pm – 4 pm	<<Insert Name of Employee/s and task to be completed>>	<<Insert Name of Employee/s and task to be completed>>	<<Insert Name of Employee/s and task to be completed>>	<<Insert Name of Employee/s and task to be completed>>	<<Insert Name of Employee/s and task to be completed>>	Afternoon Shift 2 pm – 4 pm	<<Insert Name of Employee/s and task to be completed>>	<<Insert Name of Employee/s and task to be completed>>

