

Revision date: November 2020

Sanitation Lead

The Sanitation Lead manages a crew of virus fighters to ensure all Burners enjoy the event in a clean and germ free environment. They manage the sanitizer stock, and general upkeep of the toilets during the event (for this coming event, that includes particular attention to COVID requirements). The Lead and crew are encouraged to use their creativity to build a funky identity and bring fun and arts around the loos!

Responsibilities.

- Act in a manner fitting of a Kiwiburn member, as per the [Memorandum of Understanding](#).
- Maintain communication and information sharing according to Kiwiburn's [Organisational Structure](#).
- Keep team members informed of any key decisions that affect them
- Team management
- Find and train a 2IC in the running of the team
- Take part in a Performance Development after the event
- Write an Afterburn report

Specific Tasks

- Advertise, recruit, train and roster sanitation crew to:
 - Decorate the toilets with art and ensure relevant communications are posted inside for participants (COVID / hand washing procedures, Consent, Principles, etc.)
 - Maintain a clean state of the toilets
 - Restock toilets with toilet paper and hand sanitizer as needed
- Procure and manage sanitizer stock for all departments and the toilets
- Advise, along with the Event Manager, on placement of toilets on the Town Map
- Prepare and manage team budget
- Update documentation and Job Description as required
- Create a roster for the Sanitation Crew to attend to the toilets each day during the event

Working Relationships

- Event Manager (onsite manager)
- Infrastructure Facilitator (pre-event manager)
- Safety Facilitator
- Team Leads - MPW, Greater, Gate, Depot, Town planning. (colleagues)
- Sanitation Team (responsible for)

Who to contact for support

This role can bring its own challenges, on site you'll have direct access to Crew Support who are available before, during and after the event to have a chat (off-site you can contact them via email at crewsupport@kiwiburn.com). Additionally you can talk to the Infrastructure Facilitator or Event Manager if you ever want or need to.

Time Commitment

Must include times of year available and email answering availability

- Must be responsive via email Sep-Feb
- Approx 30min to 1 hr per week Sep-Feb

Necessary Qualities, Knowledge and Experience

- Leadership and team motivation
- Organisations and scheduling skills
- Computer literate

Desirable Qualities, Knowledge and Experience

- Team builder
- Creative mind
- Experience with G-Suite
- Knowledge of Kiwiburn working structure
- Understanding of Te Tiriti o Waitangi (Treaty of Waitangi)
 - Please read these links for more information if you are unsure;
<https://waitangitribunal.govt.nz/publications-and-resources/school-resources/treaty-past-and-present/section-3/>
<https://waitangitribunal.govt.nz/treaty-of-waitangi/meaning-of-the-treaty/>