

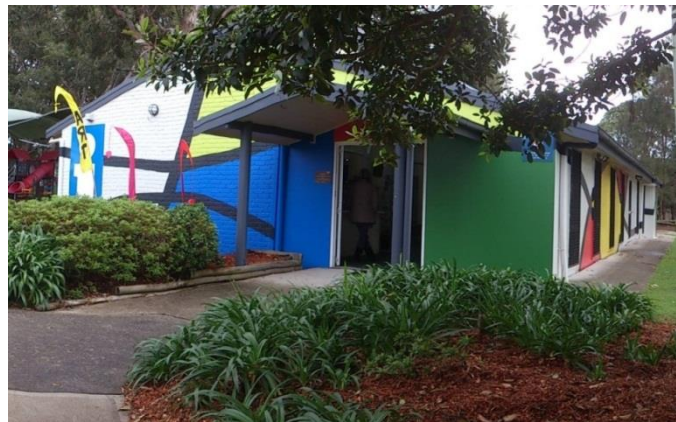
GALLERY PROCEDURES



The members of Toukley & Districts Art Society staff the Gallery and the artworks are changed bi-monthly.

There are two competitions in Autumn and Spring.

The Federation Gallery is also the Tourist Information Centre for the area.



**Wallarah Peace Park,
Wallarah Rd,
Gorokan, NSW, 2263.**

(western side of Toukley Bridge)

Phone: 02 4392 4666

Email: toukleyartgallery@gmail.com

Website: www.toukleyartgallery.com.au

ABN : 43153841482

Members please note: all enquiries, comments and suggestions regarding society guidelines and operations are to be directed in writing to the committee. The society wholeheartedly welcomes any ways in which we can streamline and improve operations.

DUTY

- A minimum of 3½ hours (1 shift) per month.
- Please read the duties list on the last page, so that you know what is required of you whilst on duty.

OPENING & CLOSING THE GALLERY

- Refer to duties list on the last page.

PROCESSING A SALE

- The designated office person processes sales.

EXHIBITION AND BI-MONTHLY CHANGEOVERS

- Entry form must be in by the published due date.
- If you wish to submit an entry after the published due date, please ask the Art Director.
- Entries may be submitted by email; preferably in word or pdf format.

MEMBERSHIP

- Membership year is from 1st July to 30th June.

KIOSK

- Tea, instant coffee and biscuits are available to all on duty free of charge.
- You may purchase anything from the Kiosk menu at the same cost as we charge our customers.

NEWSLETTERS

A newsletter is produced every month by the Newsletter Editor; usually published directly after the general meeting on the first Monday of the month.

It features:

- Reports from Committee members.
- Dates to remember
- General information.
- If any member wishes to contribute an article or has an event to promote, contact the Newsletter Editor via email to toukleyartgallery@gmail.com.

LIBRARY

Borrowing – one month, members only.

Record in the library register:

- Your name.
- The number of the item you wish to borrow.
- The date removed from the library.

Returning

- Record the date of return in the library register.
- Place item in the basket provided.

PHOTOCOPIES

- 50 cents per A4 sheet.

TOURIST INFORMATION

- Brochures and maps are kept in the office and are free to hand out.

SECURITY

- Minimum of 2 people on duty before visitors are permitted entry.
- Panic button under the front desk. Familiarise yourself with it. Instructions are in front of the button. If an incident occurs, call:
 - 000 if urgent.
 - 131 444 - police assistance line.
 - 4390 1299 - Toukley Police.
- Report damage to the building, to the committee.
- If the alarm is activated by mistake, contact Allpoint Security on 4322 1713 or after hours on 0411 091 557.

GENERAL

- We do not accept any lost property from outside of the gallery
- There is a sharps bin in the public toilets. If any visitor to the park insists you remove a sharp, please inform them that the council is responsible for removal and ask them to call council on 1300 463 954.
- A list of committee members is on the wall adjacent to the office desk. Communicate via email unless an urgent response is necessary.
- Member phone list is kept above the office desk.

DUTIES LIST

CUSTOMER SERVICE

- Arrive 9am/9.30am
- Wipe down all touch surfaces in main gallery area (soft seating, door handles, library hard surfaces including keyboard, mouse, desk shelving with approved disinfectant & disposable gloves)
- Daily Clean of bathroom including toilet and basin (sign cleaning sheet)
- Prepare greeting table with hand sanitiser, visitor register (name and phone or email required), donations jar, raffle tickets
- All visitors to the gallery must register:
 - Due to Covid-19 risk, it is advisable that the customer service person enters details in register and raffle book for customer
- For 10am, turn on lights, open blinds and doors
- Greet customers
- One customer service duty person must be at the greeting table at all times
- Invite visitors to use the hand sanitiser
- Invite visitors if they would like to be advised of events at the gallery (email required)
- Give raffle and donation boxes to office duty person at 4pm
- After gallery is closed at 4pm ensure lights are off in public areas, fans & air conditioners are off, rear storeroom locked, windows locked and all blinds drawn. Gallery is clean tidy and wipe down of hard surfaces as required.
- General cleaning duties weekly as required dusting and cobwebs, sweep and wash floor etc

KIOSK DUTIES

- Arrive 9am/9.30am
- Open kitchen following **open checklist** ensuring **sign in** to food preparation regulations
- Wipe down all kitchen hard surfaces including fridge, benchtops, café tables and chairs, door handles, kettle, microwave, coffee machine, sink with approved cleaning solution and disposable gloves
- Follow food handling requirements (gold poster on wall)
- Door to kitchen to be kept closed during opening hours; no entry unless requested by person undertaking kiosk duty
- Process sales and prepare food
- Close kiosk at 4pm and bring in sign from roadside
- Close down kitchen following **close checklist**