Day in the life – Duty Rosterer

On duty hours 7am-5pm

Duty rosterer 7am-3pm

- Responsible for ensuring all visits for current day are covered by 12pm
- Scheduling team tasks completion 30 mins after lunch
- Sick leave / Rostering updates teams chat monitor and action
- Be rostering point of call for any urgent action required from CMT or C&S leads
- Escalate any issues regarding service delivery to Lead
- Handover to afternoon duty person

PM Duty rosterer 3pm-5pm

- Action any outstanding visits for today
- Sick leave / Rostering updates teams chat monitor and action
- Be rostering point of call for any urgent action required from CMT or C&S leads
- Escalate any issues regarding service delivery to Lead
- Handover to after hours person in ShiftHub