**Staff Member of the Month Best Storage Area**

<Insert Month and Year>

All our staff play an important role in the lives of children, families and society. Each month we would like to recognise one outstanding staff member at our Service. Staff Member of the Month awards have been established to recognise outstanding people for their dedication, professionalism and work at our Service. Those receiving this award will be nominated by other staff/team members, parents or the Nominated Supervisor.

Rank each persons from 1 to 10 in the below categories

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Checklist for Staff member of the month** | Matthew S Example |  |  |  |  |  |  |  |  |  |  |
| Staff member who has the cleanest Storage Area? | 6 |  |  |  |  |  |  |  |  |  |  |
| Staff member who has the Best labels on containers of resources? | 10 |  |  |  |  |  |  |  |  |  |  |
| Staff member who has the safest storeroom eg nothing stored in front of shelving? | 10 |  |  |  |  |  |  |  |  |  |  |
| Storage area packed correctly i.e. light weighted objects on top of shelving, heavy on the bottom? (Refer Indoor Storage checklist and Outdoor Storage Checklist) | 7 |  |  |  |  |  |  |  |  |  |  |
| Chemicals/cleaning products clearly labelled and stored correctly? (Refer Audit of Stored Substances, Chemicals and medicines) | 9 |  |  |  |  |  |  |  |  |  |  |
| **Totals** | 46 |  |  |  |  |  |  |  |  |  |  |