

	Task List - Call Centre					
By Whom	Task	Frequency				
CC1	Breaks monitor	Daily				
CC2	Call-backs	Daily				
	Each team member to ensure clean/tidy desk and computer off before leaving	Daily				
	Each team member to ensure their own dishes are clean and away -	Daily				
	clean away own spills					

	LAST PERSON OUT TO ENSURE LIGHTS ARE OFF	Daily				
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