SHREDDER MANAGER RESPONSIBILITIES

Every time you use the shredder

- □ Clean the shredder after every use
- □ Dry all parts before putting it away
- □ Record every family who uses the shredder
- □ Record every payment received

At the end of each day

- □ Count and balance the cash on ledger
- □ Lock the money in a secure place or give it to the Community Coordinator
- □ Store the shredder indoors in a clean, dry, secure place

At the end of every week

- □ Inspect the shredder for signs of wear or damage
- □ Tighten any loose parts
- □ Deep clean the shredder and all accessories
- □ Restock any cleaning and recordkeeping supplies
- □ Discuss any problems or needed repairs with the Community Coordinator

STEWARDSHIP AGREEMENT

I agree to:

- □ Store the shredder indoors in a clean, dry, and secure location
- □ Clean and dry the shredder after every use
- □ Keep all parts together and in good working order
- □ Record every user and every payment received
- □ Transfer all collected fees according to community policy
- □ Report equipment problems immediately
- □ Manage the operation honestly and keep accurate records

Operating Rules

1. Keep children away from the shredder
2. Train all users to operate the shredder safely
3. Only use the shredder for peeled breadfruit
4. Never operate the machine without the guard and cover plate
5. Never force breadfruit pieces through the blades
6. Stop the shredder immediately if it becomes damaged

Signature: _____ Date: _____