

TASTING AUSTRALIA

OPERATIONS ASSISTANT POSITION DESCRIPTION

POSITION

Operations Assistant

NATURE OF EMPLOYMENT

Volunteer

REPORTS TO

Operations Manager – Gary Beelitz / Operations Coordinator – Rhys Smelt

TASKS

- Collection and/or delivery of infrastructure, signage and/or theming materials
- Set up, erect and/or pack down infrastructure, signage and/or theming materials
- Direction of suppliers/contractors/exhibitors on-site
- Set up and pack down of umbrellas and tables / seats
- General cleaning if required
- Attending to fires, stacking wood / receiving wood deliveries
- Assist chefs when required, i.e. moving stock
- Any other tasks as directed by your supervisor

*Some of the tasks require heavy lifting, if you feel a task is beyond your capability please notify your supervisor before attempting the task

SHIFT TIMES

13th April – 24th April

Friday 13th April – Sunday 15th April: 10am – 5pm OR 5pm – 12am

Monday 16th April: 5pm – 10pm

Wednesday 18th April – Sunday 15th April: 10am – 5pm OR 5pm – 12am

Sunday 22nd April: 10am – 6pm

Monday 23rd April – Tuesday 24th April: 9am – 5pm

*Please arrive 5 mins prior to shift starting time.

*Please ensure that you report to the Tasting Australia Operations Site Office before and after each shift, to sign in and out (located in Victoria Square).

LOCATION/TRANSPORT

Position will be based at the Tasting Australia Town Square, located in Victoria Square.

*Volunteers are required to make their own arrangements to and from each shift.

MEAL

Water will be available at all times. For shifts over 5 hours a light meal will be provided.