

## OPERATIONS ASSISTANT POSITION DESCRIPTION

### POSITION

Operations Assistant

### NATURE OF EMPLOYMENT

Volunteer

### REPORTS TO

Operations Manager – Ben Snodgrass / Operations Coordinator – Rhys Smelt / Site Office Manager - TBC

### 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
- Watering plants
- Attending to fires, stacking wood / receiving wood deliveries
- Assist chefs when required, i.e. moving stock
- Assist with monitoring Town Square to ensure patrons and staff are abiding by the Event's COVID rules
- Any other tasks as directed by your supervisor

Please note:

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

\*This position involves standing and or walking around for portions of the shift

\*Closed toed shoes are required to be worn as part of this role

## SHIFT TIMES

29<sup>th</sup> April – 10<sup>th</sup> May

**Thursday 29<sup>th</sup> April:** 8am – 12pm

**Friday 30<sup>th</sup> April:** 8am – 12pm, 12pm – 5pm, 5pm – 10pm

**Saturday 1<sup>st</sup> May:** 8am – 12pm, 12pm – 5pm, 5pm – 10pm

**Sunday 2<sup>nd</sup> May:** 8am – 12pm, 12pm – 5pm, 5pm – 10pm

**Monday 3<sup>rd</sup> May:** 8am – 12pm

**Tuesday 4<sup>th</sup> May:** 8am – 12pm, 5pm – 10pm

**Wednesday 5<sup>th</sup> May:** 8am – 12pm, 5pm – 10pm

**Thursday 6<sup>th</sup> May:** 8am – 12pm, 5pm – 10pm

**Friday 7<sup>th</sup> May:** 8am – 12pm, 5pm – 10pm

**Saturday 8<sup>th</sup> May:** 8am – 12pm, 12pm – 5pm, 5pm – 10pm

**Sunday 9<sup>th</sup> May:** 8am – 12pm, 12pm – 5pm, 5pm – 10pm

**Monday 10<sup>th</sup> May:** 8am – 12pm, 12pm – 5pm

\*Time listed above are TBC

\*Please arrive 10 mins prior to shift starting time

## TRAINING REQUIRED

COVID Marshal online training

COVID marshals will also receive additional training from the Tasting Australia team

## 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 always be available. For shifts over 5 hours a light meal will be provided.