

FRONT OF HOUSE ATTENDANT & INFORMATION PROVIDER POSITION DESCRIPTION

POSITION

Front of House attendant and Information Provider

NATURE OF EMPLOYMENT

Volunteer

REPORTS TO

Tasting Australia Volunteer Coordinator

TASKS

- Provide accurate information on matters such as the Town Square, masterclasses, catering options, and the location of services such as toilets
- Ticket sales via iPad
- Keeping the information booth neat and tidy
- Managing lost property hand in and collections
- Assisting front entrance line management
- Greeting patrons to the venue
- Secure and maintain hardcopy COVID check in forms
- Assist with monitoring Town Square to ensure patrons and staff are abiding by the Event's COVID rules
- Any other jobs as required

* Please note: 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

Thursday 28th April – Sunday 8th May 2022

Thursday 28th April: 5pm – 9:30pm

Friday 29th April: 10:30am – 2pm, 2pm – 6pm, 6pm – 10pm

Saturday 30th April: 10:30am – 2pm, 2pm – 6pm, 6pm – 10pm

Sunday 1st May: 10:30am – 2pm, 2pm – 6pm, 6pm – 10pm

Monday 2nd May: 10:30am – 3:30pm, 3:30pm – 8pm

Tuesday 3rd May: 10:30am – 3:30pm, 3:30pm – 8pm

Wednesday 4th May: 10:30am – 3:30pm, 3:30pm – 8pm

Thursday 5th May: 10:30am – 2pm, 2pm – 6pm, 6pm – 10pm

Friday 6th May: 10:30am – 2pm, 2pm – 6pm, 6pm – 10pm

Saturday 7th May: 10:30am – 2pm, 2pm – 6pm, 6pm – 10pm

Sunday 8th May: 10:30am – 3:30pm, 3:30pm – 8pm

*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

Please check in at the Tasting Australia Town Square Information Booth, 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. A light meal will be provided for all shifts over 5 hours.