

## INFORMATION PROVIDER POSITION DESCRIPTION

### POSITION

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
- 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

29<sup>th</sup> April – 9<sup>th</sup> May

**Thursday 29<sup>th</sup> April:** 5:30pm – 9pm

**Friday 30<sup>th</sup> April:** 10:30am – 2pm, 2pm – 6pm, 6pm – 10pm

**Saturday 1<sup>st</sup> May:** 11am – 2:30pm, 2:30pm – 6pm, 6pm – 10pm

**Sunday 2<sup>nd</sup> May:** 11am – 2:30pm, 2:30pm – 6pm, 6pm – 10pm

**Tuesday 4<sup>th</sup> May:** 11am – 4pm, 4pm – 9pm

**Wednesday 5<sup>th</sup> May:** 11am – 4pm, 4pm – 9pm

**Thursday 6<sup>th</sup> May:** 11am – 2:30pm, 2:30pm – 6pm, 6pm – 10pm

**Friday 7<sup>th</sup> May:** 11am – 2:30pm, 2:30pm – 6pm, 6pm – 10pm

**Saturday 8<sup>th</sup> May:** 11am – 2:30pm, 2:30pm – 6pm, 6pm – 10pm

**Sunday 9<sup>th</sup> May:** 10:30am – 2:30pm, 2:30pm – 7pm

\*Time listed above are TBC

\*Please arrive 10 mins prior to shift starting time

# TASTING AUSTRALIA

PRESENTED BY



## 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.