



Combe Mill Society - Role Description

Date: November 2010

Issued by: _____

Role Description: : Car Parking Attendant

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1. Principal tasks

Our car parking attendants welcome visitors as they enter Blenheim Palace Sawmills (Combe Yard) and direct them to where there are available spaces.

When first speaking to the vehicle driver, you will offer them the chance to buy a guidebook.

You will obtain guidebooks to sell from the volunteer on the entrance door.

You will keep a note of how many guidebooks are sold.

Sometimes groups and clubs will have special arrival arrangements and you will be briefed on these on the day.

Training will be given and you will be involved in maintaining our risk assessment and method statement for car parking activities.

You may occasionally be required to conduct visitor exit surveys.

2. Hours

Volunteers are needed at each of our Steaming Events throughout the year. Currently we hold eight such events on the third Sunday of the month between March and October between 10am and 5pm.

If enough volunteers are available we like to limit the duration of each stint to two hours.

3. Financial responsibilities (if any)

You will return cash from sales of guidebooks to the entrance door cash box.

4. Health & Safety

Be fully aware of, and operate, all relevant health & safety requirements.

General: comply fully with the Health and Safety Policy and procedures of the Combe Mill Society.

NOTE:

In consultation with the Directors this Role Description may be changed from time to time to suit the business needs of the Combe Mill Society.