



Combe Mill Society - Role Description

Date: November 2010

Issued by: _____

Role Description: : Ticket Seller

Page 1 of 1

1. **Principal tasks**

As a ticket seller at the entrance to Combe Mill you are likely to be one of the first volunteers a visitor will meet on arrival and will make the first impression on them.

Your role is to welcome each visitor or group and to sell them an appropriate entrance ticket. While selling them the ticket you will also invite them to buy a guidebook.

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

You will give each visitor a tear-off ticket and a self-adhesive label sticker to prove they have paid.

Part of the role is also to explain to visitors that they may take their ticket to the souvenir shop and convert it into an Annual Pass by signing up to our Gift Aid ticketing scheme.

Training will be given.

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 keep cash from ticket sales in a cash box that you will hand over to the next volunteer on duty or to the treasurer at the close of day.

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.