



Combe Mill Society - Role Description

Date: November 2010

Issued by: _____

Role Description: : Tour Guide

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1. **Principal tasks**

As a tour guide at Combe Mill you will use your knowledge and experience to share your enthusiasm for the industrial and social history of the Mill with our visitors.

Whatever your particular subject interest in Combe Mill you will enjoy explaining to visitors how the Mill once operated and will be able to interpret our displays and direct visitors to further sources of information.

2. **Hours**

Open Days on Wednesdays and Sundays between mid-March and mid-October.

Two stewards are on duty at a time and do three hour sessions. The 'shifts' are between 10.30-13.30 and 13.30 - 16.30.

Because we do not admit new visitors after 15.30 this often means, in the absence of visitors, that the afternoon shift lasts only two hours.

3. **Financial responsibilities (if any)**

None

4. **Health & Safety**

Respond to any instruction from the Appointed Person on duty as necessary.

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.