

**Role: Entrance**

**Car park: Church St.**

**General tips:**

- **You must wear a hi-viz vest during your shift.** When your shift is finished, please return your vest back to its storage box. Whenever you are not wearing a hi-viz vest (i.e. starting or finishing a shift) please keep to the marked pedestrian areas.
  - **All accompanied children must wear a hi-viz vest.** These will be available in a box marked 'kids hi-viz vests'
- Your position is on the Church St footpath, near the car park entrance.
- Please familiarise yourself with:
  - The GP volunteer information pack which contains useful information and links. Please familiarise yourself with this information. A copy will also be available for you on site.
  - The [traffic restrictions on the local roads](#)
- Familiarise yourself with the location of the first aid kit, toilets and refreshments.
- Check the walkie-talkie works!
- The **Church St entrance team must always be manned**, please self-manage refreshment and comfort breaks appropriately with the car park team.

**Key role activities:**

- **Always** check tickets before directing customers into the car park.
- **Do not allow any u-turns at the main entrance.** Direct customers into the carpark and advise the scanning team the vehicle needs to turn around.
- You must ensure Church Close residents have priority access in and out of their driveways – **their driveway entrance must always be clear.**
- Be aware of pedestrians exiting / entering the car park – **pedestrians have priority** – all drivers should be advised to drive slowly and/or stop.
- Know the:
  - location of all other CIC car parks and how to direct customers there. You will get customers who come to the wrong car park!
  - directions to the public / circuit car parks. Be aware of the road restrictions in place and direct them to the nearest point which will have traffic stewards (i.e. Whittlebury Rd roundabout or West End)
  - pedestrian directions to the circuit, car park opening / closing times etc– you may get lots of people asking you!

**Tasks to complete at car park opening:**

- Set up the car park banner flag on the footpath and secure safely with sandbags / water weights.
- Ensure car park directional signage is on the embankment opposite.

**Handover during the morning:**

- There is a 15-minute handover for shift changes. This is to enable a handover of any information, equipment and for the shift change to familiarise themselves with the car park and team.

**Tasks to complete at car park morning closure:**

- Check plastic storage box marked 'Church St Entrance / Evening' contents and place in the shed for the evening team to access.
- Return walkie talkie to the scanning team.

**Who to report to:**

- Scanning team

**Where you'll find what we provide:**

- Plastic storage box marked 'Entrance / Evening' in the shed.
- All other equipment will be in the shed

**Please ensure all items are returned to these locations for the evening, morning and big tidy up teams!**

**Volunteer facilities:**

Toilets	Portaloos
Refreshments	Hot and cold drinks will be available - please bring reuseable cups An assortment of snacks will be available. 'Breakfast' will be provided for the early morning shifts.

**What you'll need:**

- Closed toe shoes
- Appropriate weather protection – i.e. suncream, sun hats, rain coat, umbrella etc.
- If you are unable to stand for the duration of your shift, please bring a collapsible / camping chair. There is space to use the chair on the Church St footpath.