

Role: Entrance

Car park: The School (A413)

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 at the main school entrance on the A413 (see car park layout).
- 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 **School entrance 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 to the scanning team. Make sure **vehicles pull in off the main road** before checking their ticket.
- **Do not allow any u- turns at the main entrance.** Direct to the kiss & drop zone and exit that way.
- Always keep the kiss and drop area clear.
- People will ask for 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)
 - Other CIC car parks. You will get customers who have gone the wrong way!
- On the day parking is available at the School site.
 - Prices Saturday = £25.00; Sunday = £35.00
 - Payment can be by cash or card. Direct customers into the carpark and advise the scanning team.
 - Spaces are limited - regular updates of capacity should be obtained from the scanning team.
 - Please remove the 'spaces available' sign from the roadside when the scanning team request it.
- **Do not allow any foot traffic to exit through the entrance gate.**

Tasks to complete at car park opening:

- Entrance gates: open both gates and secure.
- Exit gates: Open one gate and secure for vehicles from kiss and drop zone to exit.
- Put 'no entry' sign at exit gates on Towcester Rd side.
- Set up car park flag and secure using ground spike.

- Set up parasol with base and 2 garden chairs. These can be obtained from the staffroom courtyard.
- Place ‘spaces available’ a frame sign appropriately opposite the entrance.
- On SUNDAY morning a banner advertising the website for next year’s sales will need to be placed along the A413 hedgerow / fence. The banner can be found in the GP Parking shed.

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:

- Open both exit gates, remove the no entry sign from A413 side.
- Close entrance gates and lock with padlock, place the no entry sign in front of gates (school side)
- Take down the flag, umbrella, etc and store safely in the staff courtyard.
- Check plastic storage box marked ‘School Entrance / Evening’ contents and place outside the school reception main doors 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 ‘School Entrance / Evening’ will be located at the school’s main reception doors.
 - On SATURDAY morning this will be in the GP Parking shed

Volunteer facilities:

Toilets	Staff room toilets
Refreshments	Hot and cold drinks will be available to make - please bring reuseable cups /drinks bottles. 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, raincoat, umbrella etc.