

Role: Car Parking

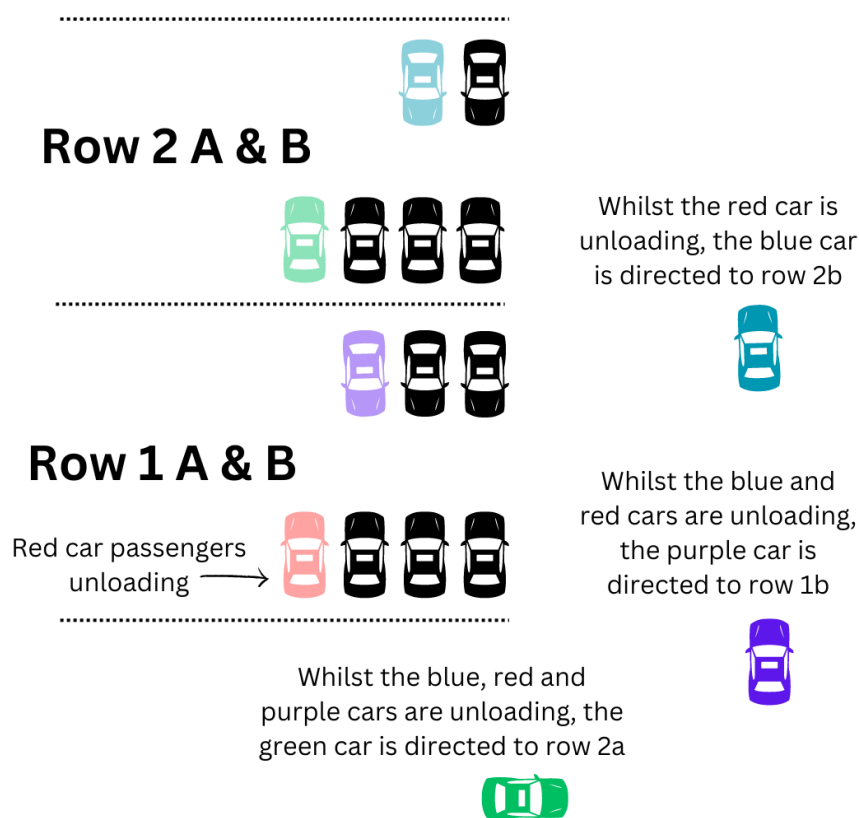
Car parks: Church St & Green Lane

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'
- Each car park has clearly marked parking zone layouts – please familiarise yourself with the car park layout.
- The GP volunteer information pack contains useful information and links. Please familiarise yourself with this information; a copy will also be available on site.
- Familiarise yourself with the location of the first aid kit, toilets and refreshments.
- Please self-manage refreshment and comfort breaks appropriately with the rest of the car park team.

Key role activities:

- Directing vehicles / drivers.
 - Park **one vehicle per row at a time** as the diagram shows.
 - Use clear hand signals / walkie talkie to let the volunteers controlling traffic know you are ready to park another vehicle.



- **You must ensure every customer reverse parks.** This is for the safety of pedestrians when vehicles are exiting the car park.

- **Our car park spaces are based on the average supermarket car space** – passengers should not be able to fully open all car doors when parked alongside another car.
- Do not park longer length vehicles opposite each other creating pinch points.
- Directing pedestrians:
 - Encourage pedestrians to keep to pedestrian walkways.
 - **Pedestrians have priority** – all drivers should be advised to drive slowly and/or stop.
- Provide customer service and answer any customer questions i.e. directions to circuit, closing times etc.

Additional tasks to help with at car park opening:

- Occasionally we have customers who have slept in their car overnight. In these instances, you must ask the driver to move to either the correct car park, or a different space to allow all incoming cars to park quickly and efficiently.

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.

Who to report to:

- Scanning team.

Where you'll find what we'll provide:

- Plastic storage box marked 'General team' in the shed.

Please ensure all items are returned to their correct locations for the next morning or big tidy up teams!

Volunteer facilities:

Toilets	Portaloos
Refreshments	Drinks will be available. Please bring reuseable cups. Assortment of snacks will be available. Additional breakfast items will be provided for the early morning shifts.

What you'll need to provide:

- Closed toe shoes
- Gardening / heavy duty gloves just in case for litter picking / handling metal fence posts.
- 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 and manage appropriate self-care breaks within the pedestrian area / gazebo.