

Santos

# TOUR DOWN UNDER

ADELAIDE 17–26 JAN



## TOUR VILLAGE TEAMS OPERATIONS ASSISTANT POSITION DESCRIPTION

### POSITION

Tour Village Teams Operations Assistant

### NATURE OF EMPLOYMENT

Volunteer

### REPORTS TO

Operations Coordinator and Operations Manager and/or Teams Village Manager

### TASKS

- Assist with on time departure of the race peloton & official vehicles
- Receive & store drink deliveries
- Restocking team fridges
- Assistance maintaining vehicle key register
- General cleaning of the village marquee, including vacuuming & emptying bins
- Moving and positioning of equipment as directed
- Pick up or delivery of wheels, tyres, or vehicles to service agents for repairs
- Movement of pedestrian fencing in preparation for village opening and closing
- Follow up with TDU staff on requests from teams
- Any other jobs as required

\*Please note, some of the tasks require heavy lifting. If you feel a task is beyond your capability, please advise your supervisor before attempting that task. This role requires being on your feet for the duration of the shift.

### SHIFT DATES AND SHIFT TIMES (APPROX.)

**Santos Tour Down Under Dates:** Friday 17 January – Sunday 26 January 2025

Shift Times:

#### Pre-Event:

Morning Shift | 9:00am – 2:30pm

Afternoon Shift | 2:00pm – 7:30pm

#### Event:

Morning Shift | 7:00am – 12:30pm

Afternoon Shift | 2:00pm – 6:30pm



**Post-Event:**

9:00am – 5:00pm

\*Times listed above are TBC

\*Please arrive 10 minutes prior to shift starting time

**LOCATION & TRANSPORT**

The shifts will be located at the Tour Village, Victoria Square (South). You will need to check in at the Site Office for your shifts.

Please note, there are no provisions within the Tour Village for private vehicles to be parked.

Volunteers are required to make their own arrangements to and from each shift.

**MEALS**

Water will be available at all times; please ensure you bring a reusable water bottle to refill.

A light meal will be provided if the shift is over 5 hours in duration.

Volunteers are welcome to bring snacks if they feel they require something to eat during the shift.

**UNIFORM**

Official event t-shirt (provided at volunteer briefing), neat and tidy black/denim pants or knee length shorts/skirt, closed toed comfortable footwear.

A hat and sunscreen will be provided should work be required to be undertaken outdoors.

Position specific uniform and equipment such as safety vest, simplex radio and tools will be provided onsite as required.

