

# SANTOS TOUR DOWN UNDER

10-20 JANUARY 2019  
ADELAIDE  
TOURDOWNUNDER.COM.AU

## POSITION DESCRIPTION

### TOUR VILLAGE OPERATIONS ASSISTANT

## NATURE OF EMPLOYMENT

Volunteer

## POSITION REPORTS TO

Tour 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
- Clearing tables and straightening chairs in the outdoor area of the Tour Village
- 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

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

## SHIFT DATES & SHIFT TIMES

Shifts are available daily from Friday 31<sup>st</sup> December – Friday 25<sup>th</sup> January. Please state your availability in the application, and we will assign you with an appropriate shift.

Water will be available at all times.

A light meal will be provided for all shifts **over** 5 hours. Volunteers are welcome to bring a snack if they feel they will require something additional to eat.

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## LOCATION

This position will be based at the Tour Village, located in Victoria Square. Volunteers are required to make own arrangements to and from each shift.

Please note there are no provisions within the tour village for private vehicles to be parked.

## UNIFORM & RESOURCES

Official event t-shirt, neat, tidy black or denim pants or knee length shorts/skirt, event hat, closed toed comfortable footwear and provided sunscreen.

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