

## STORES

### TEAM TITLE

Stores

### TEAM COORDINATOR

Alan & Lyn Steel

### PLACE & TIME REQUIREMENTS

From Monday pre-Festival through to Wednesday post-Festival

### NUMBER OF VOLUNTEERS IN TEAM

Approximately 20 volunteers are needed during this period.

### PURPOSE OF TASK (RELATIONSHIP TO THE FESTIVAL)

The Stores team provides administrative support to the festival by logging in and out the movement of equipment, stock and other items from the Store to the site.

### CONCISE DESCRIPTION OF DUTIES & RESPONSIBILITIES:

Under the direction of the Stores Shift Manager, Volunteers will:

- Provide support and administrative assistance to the Shift Manager
- Accurately record equipment being moved in and/or out of the store
- Assist with filing and other administrative activities as required
- Keep the Stores area in a clean and tidy condition
- Receive goods from suppliers
- Record goods removed from containers
- Record goods issued to Festival
- Record goods returned from Festival
- Pack and return goods to containers
- Pack containers in an orderly manner for following year.

### BASIC QUALIFICATIONS

Volunteers should have good inter-personal skills and customer service skills, the ability to work unsupervised, and to follow procedures to ensure that all store movements are accurately logged.

### SAFETY ISSUES

The stores team should be aware of the Festival's Back Care and Manual Lifting Policy, and other relevant O H & S requirements

### SAFETY ISSUES

Stores team members are encouraged to attend the Volunteer Orientation and Training day on the Sunday prior to the Festival