



CAR PARK ATTENDANT

STATUS:	PAID POSITION
RESPONSIBLE TO:	KNA Grounds Convenor
QUALIFICATIONS:	<u>Essential</u> Friendly, pleasant manner Good people skills

RESPONSIBILITIES:

- Be available throughout the winter competition, including:
 - Saturday and Sunday pre-season carnivals (typically 7am – 1pm).
 - Regular Saturday playdays (typically 6am – 5pm).
 - Sunday carnivals (typically 7am – 1pm).
- Set up the car park in preparation for the day:
 - Arrive 2 hours before play to allow time to set up the car park for early arrivals.
 - Set up the reserved car park area.
 - Set up the general car park area.
- Manage enough reserved parking as needed for committee and VIPs. Note that some days will require more reserved parking than others due to additional VIPs.
- Be a visual presence in the car park.
- Wear Hi-Viz clothing for safety.
- Control the entry/exit of vehicles and the parking of vehicles in the car park.
- Endeavour to ensure that a bottleneck does not develop at the entrance to the courts, and if the car park is full close the gates.
- Ensure the entrance to the courts is always clear to enable emergency vehicles access. Direct emergency vehicles as required.
- Pack up the car park at the end of the day (this may be done before the completion of play depending on traffic).
- As time permits, assist other members of the grounds staff as needed.