



Combe Mill Society - Role Description

Date: October 2024

Issued by: _____

Role Description: Event day supervisor

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1. Principal tasks:

On event days a Supervisor is appointed to perform the following activities:

Display the Visitors' Book and rule lines on a new page – photograph at end of event

Throughout the day hand out Visitor Feedback Forms and ask for them to be returned to the Ticket Office – have a supply of pencils ready to give out, too.

Welcome visiting attractions, arrange for them to have exhibitor badges and offer to pay pre-agreed expenses – take cash from ticket office as required

Circulate throughout the day and meet and greet visitors

Ensure volunteers take breaks and swap duties through the day

Get a steady supply of tea/coffee to the blacksmiths

Be on the lookout for gate crashers

Take photographs of the event for publicity and newsletter purposes

Look for children who have not been given the Millie trail form

Act as single point contact for volunteers in the event of a 'crisis' such as loss of steam or other behind the scene issue.

2. Financial responsibilities (if any):

Distribute cash floats (provided by Treasurer) in cash boxes to the relevant retail points and collect at end of event

Put out green plastic donation boxes around the Mill and Tea Room and collect at end of event

Respond to requests for additional change by the various retail points.

3. Health & Safety

Be fully aware of, and operate, all relevant health & safety requirements.

General: comply fully with the Health and Safety Policy and procedures of the Combe Mill Society.

Sign off pre-opening safety check list completed by the Director Responsible for Safety

Act as the focal point (Fire Marshall) in the car park in the event of an emergency requiring the evacuation of the Mill.

NOTE:

In consultation with the Directors this Role Description may be changed from time to time to suit the business needs of the Combe Mill Society.