

# Guest Welcome Supervisor

## Questions?

Check out the volunteering section of the event website:

[christmaslunchinthepark.com.au/volunteer](http://christmaslunchinthepark.com.au/volunteer)

Or send us an email:

[christmaslunch@missionaustralia.com.au](mailto:christmaslunch@missionaustralia.com.au)

## Your brief

Experienced in events, hospitality or customer service leadership, you're a multi-skilling masterpiece with a warm, welcoming and supportive nature. You'll oversee a Guest Welcome Team (of 6), who'll be ensuring safe entry of all 1200 guests on arrival and into the care of the Stewards.

### Arriving onsite

Please arrive onsite at your allocated time and register yourself at the Volunteer Concierge. Here you will collect your lanyard before reporting to the Event Manager for briefing.

### Event timings

Please refer to the event schedule for estimated timings of the event.



Leadership experience preferred



Mostly standing



Outdoors

## The Guest Welcome Supervisor contributes by...

- Supporting the enjoyment of the guests of Christmas Lunch in the Park by leading an efficient, effective and easy welcome and introduction process for some 1200 guests.
- Ensuring the Guest Welcome area is set up in a timely and appropriate manner and is kept tidy throughout the day.
- Coordinating volunteer lunch breaks to ensure all mouths are fed (including your own!)
- Supervising and supporting your team members as they welcome guests on arrival and take them through any COVID-19 safe event welcome processes such as (health questions, temperature checks with contactless thermometers recording details for contact tracing and any other questions). Guests will only be eligible for entry on completion of the process satisfactorily, accordingly to Government Guidelines.
- Liaising with the Guest Transport Supervisor and rotating roster throughout the day to enable hassle-free parking and bus runs.
- Providing ongoing administrative support throughout the day as required.
- Upon full completion of the guest welcome process, directing the Guest Welcome Team to assist Stewards.
- Resolving any issues reported by your team members where possible, referring matters to event staff or contractors (e.g. Security, St John's Ambulance first aid station) where relevant to ensure safe and successful outcomes for all.
- Monitoring your area for risks and potential hazards (e.g. trip hazards, electrical hazards, illnesses, injuries, emotional guests, etc), referring to the relevant staff or contractor as appropriate (e.g. Security).
- Attending an additional supervisor-specific site induction in the lead up to the event.
- **Referring any unsafe or COVID-19 concerns to your Supervisor, St John Ambulance or Security immediately.**
- **Enjoying the day and sharing that joy with others!**