



POSITIONS VACANT – EUMUNDI MARKETS CAR PARKING

Eligibility list – on call cashier and assistant car parking co-ordinator

ECCO wishes to create an eligibility list of individuals available on an on-call basis casual basis on Wednesdays and or Saturdays to assist with car parking operations. The service is provided largely by volunteers who earn donations for the community organisation they represent and is supervised by a part-time paid staff member.

Individuals will be placed on this eligibility list in order of merit for each position and will be called upon and offered a shift (minimum 4 hours) when car parking is particularly busy or to back up for volunteers is required.

A casual rate of up to maximum of \$25 per hour depending on experience is payable plus superannuation contribution where this applies. Training is provided. A vest and hat are provided and must be worn.

Applicants should browse www.eumundicco.com.au and read the Volunteers Handbook there before submitting a short application. One application may be used for the two positions if desired. Names and contact details of two referees should be included.

Positions report to the Car Parking Co-ordinator.

Position description - Cashier

1. Assist three gate cashiers count coin and notes and balance the takings against ticket numbers and gate counter
2. Assist co-ordinator finalise balancing of total takings for the day and secure
3. Relieve as gate cashier as directed
4. Support by example the community model operating the car parking

Position description – Assistant car parking co-ordinator

1. Assist oversee the work of car parking volunteers to ensure the timely and smooth operation of the car parking on markets days, particularly the parking of cars and monitoring the safety of the car parks and surrounds
2. To assist induction and to conduct training on the job for any new volunteers, including ticketing, parking, walkie talkie communication and workplace health and safety.
3. Assist ensure car parks are kept in a tidy and safe state and that car counting equipment is maintained
4. Deputising for coordinator during any absences
5. Support by example the community model operating the car parking.

Applications close 15 July 09. Please post to:
Chair
Eumundi Combined Community Organisation Ltd
PO Box 482
Eumundi Qld 4562