

**TITLE:** Prosecco Van Assistant

**START DATE:** Event day (shift time to be confirmed)

**END DATE:** Event day (shift time to be confirmed)

**Purpose of Role**

The Prosecco Van Assistant is a volunteer role. The Prosecco Van Assistant will assist the Prosecco Van employees with the distribution of prosecco on event day. The key purpose of the role is to make sure the Prosecco Van employees are supported and they can carry out their work smoothly.

**Key Areas of Responsibility**

- Help Prosecco Van employees with stamping each trekkers bib once they receive their complimentary drink
- Get glasses ready for employees to use
- Make sure all prosecco flutes are being recycled
- Requires an RSA in case staff need assistance in serving alcohol
- Assist with other event related tasks as required and directed

**Key Outcomes**

- The Prosecco Van distribution and sales runs smoothly
- All trekkers that want a glass of prosecco receive their complimentary glass
- Any sales to trekkers, friends or family run smoothly
- All prosecco flutes are recycled for the next event

**Knowledge, Skills and Behaviour Required**

- Strong and well considered communication skills
- Strong work ethic and an ability to work under pressure
- Flexible approach to accommodate for changing situations
- Previous event experience is considered desirable
- RSA required

**Major Interactions**

- |                                                                                                                         |                                                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• WWOT Event Production Coordinator</li> <li>• Prosecco Van employees</li> </ul> | <ul style="list-style-type: none"> <li>• Trekkers</li> <li>• Other WWOT staff</li> <li>• Other volunteers</li> </ul> |
|-------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|

**Unique Criteria**

- The position will involve extended working hours on event day
- There will be lifting required and a lot of time will be spent on ones feet
- Each Prosecco Van assistant will be provided with a Coastrek cap or snood (to keep) and a high vis vest (must be returned post-shift). A gift will be provided on sign out, WOOHOO!
- Meal and drink vouchers will be provided on event day (if your shift is 4+ hours)
- Valid RSA required