

# Car Park Team

Please find enclosed information to assist you during the Open Day when answering any questions visitors may have.

## Your role:

Your role on the day is to park visitors safely.

A member of staff will be in charge of your area on the day and you will also be working with security.

Please wear your high-vis jackets at all times.

You will be told on the day whether you will be based at Costessey Park and Ride or UEA campus parking area. If you are told that you will be working at Costessey you will be taken there by taxi after you have signed in. As part of the role, some of you will be giving scripted introductory talks on the buses to visitors and also checking in students at the Park and Ride itself using the devices given to you.

## You will be given:

- A copy of the programme for the day so you can answer questions on talk locations and timings. This also includes a campus map with zoning information.

## Signing in and out:

Please sign in at Elizabeth Fry Building 01.02 and sign out at our office in Lawrence Stenhouse Building (LSB) 0.20.

LSB will be the Student Guide area for the duration of the day. Once you have signed in with us, there will be a short briefing, you will then be sent to your allocated car park team to sign with them.

## Lunch break

You should have been allocated your 30 minute lunch break via email, please adhere to this but double check in with your area lead as well. As you may be posted off campus at Costessey Park and Ride **all** car parking guides need to make sure you **bring lunch with you** as you will have no opportunity to go buy some in your 30 minute break.

## Contact Details:

Please ask your area lead if you have any questions during your shift. Our contact details are also below should you need to speak to the Student Guide team at any point during the day:

Matt Knightley: 07766 360103

Rebecca Hirst: 07557 566052