



Parking

Supplies

- Walkie-Talkie for each parking attendant.
- Orange flag for each parking attendant.
- Wearing a hat and applying sunscreen is strongly recommended. Have water available.

Responsibilities

- Facilitate smooth traffic flow into and out of the parking area.
- Make certain that cars are not backed up onto the public roads.
- Direct cars to ensure optimal use of limited field parking space.
- Communicate using the walkie-talkie with fellow parking attendants, for such matters as people who need parking closest to the entrance.
- Keeping track of parking space availability. Talk with your team members before opening to ensure everyone is clear on the day's parking plan. This can change depending on weather and number of expected guests.
- If someone comes and doesn't have tickets, have them park and go to the Entrance hut to see if we are able to accommodate them. **If we know we cannot accommodate extra tickets on a certain day, that will be communicated with the team at the start of the day.* Parking attendants will let the visitor know this and visitors will be asked to come back another day-then do not have them park and they will have to leave.
- Be present! Always be polite, friendly and approachable :) Remember, you are the first and last person that the visitor will interact with, so you can set the tone for their whole experience.

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- **Animals (other than valid service animals) are not allowed in the fields and cannot be left unattended in cars.**

Breaks

- A **paid** 15 minute break per shift is optional. If you work two consecutive shifts, you will get 30 minutes of **unpaid time** for a meal break. You will need to clock in and out for your break.
- Your team leader will schedule breaks. However if there is no team leader on your shift, it is up to your station to schedule it among yourselves.
- If you need back up to cover breaks, contact management over the walkie talkie.

If someone asks:

- Lost and Found is at the entrance