**DOWT– Gembrook Station**

**Position Descriptions:** Crossing Supervisors

**Shift:** 8:30am – 4pm **Note:** The site open to public: 9am – 3:30pm

**Location:** Supervisors will be situated at both the Down End and Up End crossings of the Heritage Platform on either side of the track.

**Role responsibilities**:

Prior to 9:30am; please assist as per the Events Supervisor on the day.

From 9:30am – 3pm; manage the crossing.

The purpose of this role is to ensure the crossing is closed and tracks are clear before any train movement happens in the yard.

* Communication with Signalman is essential in this role.
  + Please refer to the train operations run sheet in the volunteer manual to identify the times of train movement.
* The closing the Heritage Platform / Crossing at all times unless open for boarding/disembarking.
  + Heritage Platform / Crossing is only open for:
    - 20minutes prior to train departure
    - 10 minutes after the train arrives.
* As passengers walk through the crossing, visually check which colour wristband the passengers have in accordance to the departing trains.

10:00 Thomas shuttle – **Blue** wristband

11:20 Thomas shuttle – **Red** wristband

12:40 Thomas shuttle – **Yellow** wristband

2:00 Thomas shuttle – White wristband

* After the train ride, patrons will be directed to both ends of the Heritage Platform to cross the railway track and return to the other activities on offer.
  + Those passengers who are collecting prams will be advised to utilise the UP end crossing of the platform.
* The role is also required to act as information points for patrons – please know where toilets, first aid, exit and activities are as per the site map.

**Items required:**

* Available at Sign In:
  + Hi-Vis Vest
  + Volunteer manual – which includes train operations run sheet and site map.
* There will be post and chains available to assist with securing the crossing area.

Breaks are to be taken during quiet times – please inform others when exiting your role.

On conclusion of your shift – BRIGHT IDEAS FORMS are available for feedback and suggestions on improving this position description and DOWT event.

- THANK YOU -