



## Kiosk volunteers

- Read and be familiar with the Kiosk Operating Procedures
- Operate kiosk in accordance with agreed protocols, in particular with regard to Health and Safety, and accounting for stock and cash and food safety
- Provide a friendly interface for the Trust with visitors to the island by engaging with them and encouraging them to sign on to mailing list, become volunteers and give donations
- Arrange and conduct guided tours such as Heritage Walks, Tieke Track Walks as required. (See separate details)
- Give feedback to Kiosk Manager re kiosk function, statistics, suggestions
- Liaise with DOC staff and others (Coastguard, Westpac helicopter, ferry operators ) if required in any emergency
- If emergency services are required, ring 111. (Do not ring the rescue helicopter yourself, only the 111 operator can despatch the Helicopter Service.)
- Liaise with other kiosk operators as needed to ensure smooth ongoing functioning of the kiosk
- Be aware of dog regulations, and take action if dogs are seen on the island, such as phoning ranger immediately, or asking offender to remove the dog
- Report any H&S issues, and use of First Aid kit supplies so they can be replenished.