

## **PEOPLES ART COLLECTIVE TASMANIA INC. (PACT) - VOLUNTEER ROLE DESCRIPTION**

### **Toilet and Sanitation Manager**

#### **Core Responsibilities**

- Oversee sanitation facilities and hygiene services for the event
- Manage toilet team crew
- Liaise with toilet pump out contractor
- Maintain adequate supplies and functional facilities throughout the event

#### **Pre-Event Planning**

- Work with the Event Manager to assess attendance projections to determine toilet facility needs
- Work with the Event Manager on choosing the contractor chosen for portable toilets
- Lead the building and maintaining composting toilets
- Lead the building and maintaining handwashing stations
- In collaboration with Event Manager and DPI lead, develop placement strategy for all sanitation facilities on site
- Create cleaning and maintenance rosters
- Work with the Volunteer Coordinator to fill rosters and onboard crew
- Source cleaning supplies, toilet paper, hand sanitiser, and other necessities within budget
- Develop black and grey water waste management procedures and systems
- Coordinate with local health officials for required permits
- Plan accessible facilities for attendees with disabilities
- Prepare contingency plans for sanitation emergencies

#### **Setup Phase**

- Check installation all toilet facilities and handwashing stations happen
- Verify proper connection of water/waste services where applicable
- Ensure accessible paths to sanitation facilities
- Install adequate signage for bathroom locations
- Set up supply storage and maintenance areas for crew
- Onsite crew briefing on procedures and schedules
- Test all facilities work before event opening

### **During-Event Duties**

- Implement regular cleaning and restocking schedules
- Conduct periodic inspections of facilities
- Manage cleaning crew rotation and break schedules
- Address plumbing or facility issues promptly in collaboration with DPI
- Monitor supply levels and coordinate restocking
- Respond to sanitation emergencies or complaints
- Adjust cleaning frequency based on usage patterns
- Document any incidents or recurring issues

### **Breakdown Phase**

- Work with the Event Manager and DPI lead in coordinated removal of sanitation facilities
- Ensure final cleaning of hired facilities
- Oversee proper disposal of waste and cleaning supplies
- In collaboration with the DPI Lead conduct final site inspection for cleanliness
- Document any damage to rented equipment

### **Post-Event Activities**

- Evaluate effectiveness of sanitation planning
- Review hired equipment performance and service quality
- Calculate final costs against budget
- Document recommendations for future events
- Prepare summary report for debriefs