

Pit Stop Manager Job Description

Responsible for infrastructure, crew, suppliers and participants at the pit stop

Report to Event Control:

- When you arrive on site
- When the site is live
- When the first participant arrives
- When the last participant leaves
- When you are leaving site
- Any issues e.g. supplier/crew/participant problems
- Drop out details

Set Up:

- Familiarise yourself with the matrix and pit stop site plans
- Manage the team- organise team transport to pit stop, brief team on plan, plan breaks
- Ensure the portaloos and water been delivered- if not inform event control
- Set up gazebos/ tables/ chairs as per site plan using green gazebos and table covers
- Fill the jerry cans with water only and lay out on tables
- Ensure the food is easily accessible on the tables and extras placed under the tables
- Use adequate signage for participants including blackboards with distances
- Set up music with iPad and speakers
- Health and Safety check- dynamic risk assessment of location

Live Site:

- Ensure all crew are wearing hi-vis
- Encourage participants to not stop too long
- If participants need to drop out- ensure their medical needs are dealt with, report to event control and await transport advice
- Keep the site neat and tidy with litter kept in bins and cardboard in sacks behind gazebos

De-rig:

- Return kit to the box it arrived in- ensure snips are back in the equipment box
- Make sure correct gazebo equipment is in each box (2 long sides, 2 short sides, 4 stakes, 4 straps, 1 hammer)
- Cable tie sets of flag poles together
- Keep any wet kit or kit that needs washing/drying separate to dry kit- label if necessary
- Inventory the food- this is REALLY IMPORTANT
- Ensure all cable ties are cut off signage and not left on the floor
- Litter pick whole site before leaving
- Ensure all waste is taken by waste removal company
- Leave the site as you found it- no litter, gates shut
- Hand all paperwork, van keys and iPads to S/F manager before leaving event