

LYMINGTON & PENNINGTON TOWN COUNCIL

JOB DESCRIPTION

Job Title:	Market Supervisor (Saturday rota in operation)
Hours:	Up to 14 hours per week when on duty
Salary:	£10.94 per hour (April 2017). The Council operates a rota of Market Supervisors and the post holder will be required to undertake a third of the required dates and act as a relief for the other supervisors.
Location:	Town Hall, Avenue Road Lymington SO41 9ZG and Lymington Charter Market, High Street, Lymington

1. Main Purpose

- Allocate pitches
- Collect fees
- Set out and remove Traffic Signs
- Liaise with market stall holders and ensure the smooth running of the market

2. Position within the Organisation

The post holder reports to the Town Clerk

3. Main Duties

1. Make and receive phone calls from stall holders and deal with general enquiries on a Friday evening and Saturday morning.
2. Check weather forecasts on Friday evenings in regard to weather warnings and act on findings in liaison with the Town Clerk.
3. At all times to maintain an independent status to ensure there is no risk of a conflict of interest with the stallholders.
4. Set out and gather in the no-entry cages and traffic cones at 6am and 6pm respectively on a Saturday.
5. To enforce the Market rules and regulations at all times.
6. To ensure the removal of traders vehicles from the High Street until Market closure.
7. Meet with casual traders and allocate them pitches.
8. Write out receipts and collect fees from traders
9. Count money and bank where possible, prepare banking slip for remainder.
10. Deal with any enquiries and use discretion regarding what goods may be sold.
11. To keep the Town Clerk apprised of any areas of conflict
12. Attend occasional meetings with the Town Clerk and Market Sub-Committee
13. Ensure Health & Safety concerns are addressed including Environmental Health issues around foodstuffs.
14. Undertake such other duties as may be required from time to time commensurate with the level of the post.

Person Specification: Market Supervisor

Criteria	Essential	Desirable	Method of Assessment
Education	A good general level of education.		Application
Experience	Experience of market operations.		Application/ Interview
Skills & Knowledge	<p>Full knowledge of the Market regulations</p> <p>Organised with ability to deal with market traders in a calm, friendly and efficient manner.</p> <p>Physical ability to move bollards and cages and occasional lifting.</p>		Application/ Interview
Personal Qualities	<p>Trustworthy and experience of dealing with money.</p> <p>Flexibility to work various Saturdays</p> <p>The incumbent will be expected to work on his/her own.</p> <p>The market operates under all weather conditions every Saturday of the year.</p> <p>Saturday starts at 5.50 am and ends at 6.10 pm.</p> <p>The post holder is expected to be flexible around the taking of breaks including at least a 30 minute lunch break.</p>		Application/ Interview
Other	Clean driving licence		Application