

LYMINGTON AND PENNINGTON TOWN COUNCIL

Job Description – Relief Market Supervisor

Post Details

Title of Post: Relief Market Supervisor

Salary: £10.94 per hour, 14 hours per week when on duty. The Council operates a rota of Market Supervisor's and the post holder will act as a relief for the other supervisors, as well as work on occasional Saturdays.

Accountable to: CEO/Town Clerk

Place of Work: Town Hall, Avenue Road Lymington SO41 9ZG and Lymington Charter Market, High Street, Lymington.

Main Job Purpose:

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

Main Duties:

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

Skills, Knowledge and Experience

- Full knowledge of the Market regulations
- Ability to deal with market traders in a calm, friendly and efficient manner.
- Physical ability to move bollards and cages and occasional lifting.
- Trustworthy and experience of dealing with money.
- Flexibility to work various Saturdays

Working Conditions

- The relief supervisor will be expected to work on his/her own.
- The market operates under all weather conditions every Saturday of the year.
- Saturday starts at 5.50 am and ends at 6.10 pm.
- To be flexible around the taking of breaks including at least a 30 minute lunch break.