



## **Market Supervisor**

### **Job Description**

**Title of Post:** Market Supervisor

**Hours:** Up to 14 hours per duty week (Friday evenings / all day Saturdays)  
The Town Council currently operates a fortnightly rota of Market Supervisors working on Friday evenings and Saturdays.

**Salary:** £11.15 per hour, 14 hours per week when on duty.

**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 road signage
- Liaise with Market stallholders and ensure the smooth running of the Market

#### **Main Duties:**

- To make / receive telephone calls from stallholders and manage general enquiries on a Friday evening and Saturday morning.
- To check weather forecasts on Friday evenings in regard to weather warnings and act on findings in liaison with the Town Clerk.
- To at all times to maintain an independent status to ensure there is no risk of a conflict of interest with stallholders. No gifts of any nature (including tips) may be accepted.
- To set out and gather in the 'no-entry' cages, traffic cones and 'no parking' signs at 6am and 6pm respectively on a Saturday.
- To enforce the Market rules and Regulations at all times.
- To ensure the removal of trader vehicles from the High Street until Market closure.
- To meet casual traders and allocate pitches.
- To write receipts for and collect fees from traders.
- To count money, prepare banking slips and bank money.
- To deal with any enquiries and use discretion regarding what goods may be sold.
- To keep the Town Clerk apprised of any areas of conflict.
- To attend occasional meetings with the Town Clerk and/or Market Sub-Committee.
- To ensure Health & Safety concerns are addressed including Environmental Health issues regarding foodstuff.
- To undertake such other duties as may be required from time to time commensurate with the level of the post.



Lymington &  
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**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, cages, signage and occasional lifting.
- Trustworthy and experience of dealing with money.
- Flexibility to work various Saturdays according to the rota of Market Supervisors.

**Working Conditions**

- The successful applicant will be expected to work on his/her own.
- The Market operates under all weather conditions every Saturday of the year.
- Saturday duties commence at 6.00am and end at 6.00pm.
- The successful applicant is expected to be flexible around the taking of breaks including at least a 30 minute lunch break.