

WELLS CITY COUNCIL

Job Description	Casual Markets Operative
Designation:	Outside Spaces Team
Grade:	£17.20 per hour
Hours:	<p>Varying – Up to 6 hours per market on a casual contract basis</p> <p>Up to, 6 hours per market, across 50 weeks of the year on Wednesdays and Saturdays, to be worked between the hours of 5:30 to 9:00 and 15:00 to 17:30.</p>
Location:	All Council locations as required
Job Purpose:	Support in the physical delivery of the weekly market with the set up and pack down of stalls and gazebos to meet the needs of traders operating from the Market Place
Line Manager:	Outside Spaces Officer
Responsible for:	No supervisory responsibilities
Key duties:	<ul style="list-style-type: none">• To deliver set up and pack down of market provisions including but not limited to stalls, gazebos and other necessary infrastructure• To use council equipment in accordance with safe working practices• To utilise the council's fleet to support the provision of the market• To be proactive in the application of service improvements or recommendations.• To be aware of health and safety issues and any other current legislation, and implement regulations• To work with contractors when required• To deal with the general public in a courteous and sympathetic manner• To undertake any necessary training.
Skills Knowledge and Experience:	<ul style="list-style-type: none">• Understanding of the safe use and maintenance of relevant equipment

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- Basic knowledge of health and safety legislation
- Ability to work with outside contractors and the general public
- Ability to manage own time and workload
- Effective verbal communications skills
- Ability to respect and retain confidence
- Must hold a Full Driving Licence

Complexity & Creativity:

- To assist in identifying and fixing /resolving any maintenance and repair issues that arise
- Ability to respond politely to enquiries and report to the Open Spaces Officer

Judgment and decisions:

- Be able to act on own initiative to resolve day to day issues in the set up and pack down the market provision.

Contacts:

Town Clerk
Open Spaces Officer
Open Spaces Staff
Contractors
Members of the public
Town Hall Staff

General:

A good level of physical fitness

To work within health and safety guidelines in accordance with the health and safety at work act, and Public Health act 1984.

Any other duties as so determined by the Town Clerk or nominated senior officer.