



**SANDBACH**  
Town Council

## **JOB DESCRIPTION**

### **Market Operative**

#### **Main Function of Position**

- To support the Sandbach Town Council Operations Team with the erection and take down of the Weekly Thursday Charter Market.

<b>GRADE</b>	SCP 10 £13.28 per hour – Part time 4 hours pw worked Thursday ( 5.15am – 7.15am / 3.15pm – 5.15pm )
<b>Responsible To:</b>	Operations and Events Senior Manager
<b>Responsible For:</b>	No line management responsibilities

#### **Overall Responsibilities**

Arrive on site at 05:15hrs to assist with Market erection for 2hrs.

Return to site in the evening 15:15hrs to assist with Market take down for 2hrs.

To maintain a friendly and professional attitude and manner of address when dealing with the public, customers and colleagues.

To ensure equipment is properly used and kept secure to avoid misuse and loss of equipment.

#### **Specific Responsibilities:**

1. Ensure market is set up for 07:15hrs each Thursday.
2. Return to site at required time to take down the market.
3. Use market equipment as required and for the correct purpose.
4. Ensure market is left in a safe condition with no risk to colleagues, traders, or the public.



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5. All equipment is put away in the correct locations safely leaving no hazards in these locations or the town.
6. Any rubbish to be removed from market location.
7. To adhere to the council's H&S policies and procedures and maintain excellent working practices.
8. To maintain an excellent level of customer care when dealing with the public.
9. Any other duties as and when required by the council that are reasonably within the capabilities of the person and are aimed at achieving the council's objectives and goals.

**Person Specification:**

Experience dealing with the public in a professional manner	Application & Interview
Understanding of H&S in the workplace	Interview
Experience and understanding of risk assessments	Interview
Practical skills appropriate to carry out general maintenance and repairs of equipment and property	Interview
High standards of presentation and cleanliness	Application & Interview
Good communication skills with the public and colleagues	Interview
Flexible approach to working hours	Interview
Prioritisation of tasks	Application & Interview
Physically fit and capable of manual handling duties associated with the role.	Application & Interview
<b>Desirable Competences</b>	
First Aid qualified	Certificate, Application & Interview
Full UK Driving License	Certificate



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N.B. This document does not constitute a job specification and accordingly does not purport to represent an exhaustive list of all duties. It is intended to indicate the main areas of activity, and the postholder may be required to carry out other similar tasks, as directed by the Chief Officer.