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| **EXETER CITY COUNCIL** |

**Job Description**

**DESIGNATION :** Casual Staff – Sunday Market Supervisor (Matford Centre)

**GRADE :** Casual (Currently £77.19 per shift/£9.65 per Hour)

**POST NO :** N/A

**DIRECTORATE :** Economy

**UNIT :** Markets and Halls

**RESPONSIBLE TO :** Facilities Supervisor (Matford Centre)

**SUPERVISORY**

**RESPONSIBILITY FOR :** N/A

**LIAISON WITH :** All market traders, car boot sellers, and the general public.

**PURPOSE OF JOB :** Ensuring that the Matford Centre Sunday Market is supervised and Health & Safety practices are maintained at all times and assist with duties required by the Facilities Supervisor.

**MAIN ACTIVITIES**

1. Ensure that Sellers (Market Traders and Car Boot Sellers) enter correctly in accordance with our rules and regulations regarding entry criteria.

2. Ensuring vehicles entering the site are abiding by our safe working traffic plan adopted for the running of the market, and the safety of the public.

3. Checking permits, collecting daily entry fees and market rents, and issuing tickets.

4. Liaise with all Market Traders/Car Boot sellers/Buyers and members of the public, and to ensure that health and safety issues are addressed.

5. Checking Stalls in accordance with Trading Standards and ensuring safety at the market.

6. Administration and collating cash from daily ticket sales and checking floats.

7. Parking and stewarding cars, ensuring safety of any pedestrians and other vehicles.

8. Maintaining a clean and clear site and to include litter picking during the market and clearing refuse at the end of the market.

9. Lock and unlock Market gates and toilet facilities as required for the Market.

10. Record any lost property and incidents/accidents.

11. Other activities required by the Facilities Supervisor.

**DATE: September 2017**