

## JOB DESCRIPTION

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<b>JOB TITLE</b>	<b>Market Stall Erector</b>
<b>RESPONSIBLE TO</b>	Town Centre and Market Officer
<b>SPINAL POINT</b>	<b>3</b>
<b>SALARY</b>	<b>£18,562 pro rata (actual £6,020)</b>
<b>HOURS</b>	<b>12 hours per week (working Tue &amp; Sat)</b>
<b>LOCATION</b>	High Street, Leighton Buzzard

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### **DUTIES AND RESPONSIBILITIES**

1. To undertake the erection and dismantling of gazebos/umbrellas and market equipment to an agreed plan on Market days.
2. To store gazebos/umbrellas and market equipment in a neat and orderly fashion in the store provided.
3. Undertake any other duties of a similar level and responsibility which may be required from time-to-time.
4. Maintain confidentiality at all times in respect of Council-related matters and prevent disclosure of confidential and sensitive information.
5. Adhere to all internal timescales.
6. Understand the Town Council's governing policies and procedures (in particular Health and Safety and Data Protection) and understand your responsibility to comply with the requirements.

**PERSON SPECIFICATION**

<b><i>Attributes</i></b>	<b><i>Essential</i></b>	<b><i>Desirable</i></b>
Education and Training	N/A	“Lifting of heavy weights” “Working at heights”
Relevant Experience	N/A	
Knowledge	Ability to erect modular market stalls in the required configuration.	Local knowledge of Leighton Buzzard  Familiarity with Health and Safety regulations.
Skills & Abilities	A willingness to operate as a member of a team	Able to demonstrate an ability to prioritise tasks  Willingness to undertake further training as appropriate
Other Attributes	Self motivated and pro-active  Posses a positive and flexible approach to work  Posses a friendly and helpful disposition  Ability to work with minimal supervision	Willingness to undertake First Aid training/Current First Aid Certificate
Driving Licence	Must have a full and clean driving licence.	Able to drive transit and hi lux (pick up) style vehicles.

**Other Provisions (pro rata)**

Annual leave 23 days (pro rata)

Annual leave after 5 years completed service 27 days (pro rata)

Annual Leave after 10 years completed service 29 days (pro rata)

Bank Holidays, plus 3 extra statutory days (in addition to annual leave entitlement).

Working Hours – Tuesday 6; Saturday 6

Overtime is not permitted unless expressly agreed in advance by the Town Clerk.

Period of Notice - one month.

Leighton-Linslade Town Council is an equal opportunities employer.

This is a description of the job as it is at presently constituted. It is the practice of this Council to periodically examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. Management, in consultation with the employee, conducts this procedure. It is the Council's aim to reach agreement to reasonable changes, but if agreement is not possible the Council reserves the right to insist on changes to your job description after consultation with you.

Name of Postholder

Signature of Postholder

Signature of Line Manager

Signature of Town Clerk

Date