

## JOB DESCRIPTION

### SECTION ONE

Post Title: Market Superintendent

Grade/Pay: Current market staffing rates

### SECTION TWO

Responsible to: Town Clerk

Responsible for: Any resources, assets and equipment owned by or used by the Town Council in the course of their duties.

### SECTION THREE – Overall purpose of job

To supervise the operation of the SEASONAL markets

### SECTION FOUR – Principal Responsibilities

#### DUTIES

- Assist traders, especially new traders, locate their pitch and stall, and secure safe connections to power supplies where required. (This will include turning the electric on in the Library and turning off again at the end)
- Assist with the erection and dismantling of the town council gazebo.
- To ensure that market stall holders manage their stall arrangement in such a way as not to impede traffic or inconvenience pedestrians, other traders and adjacent shop keepers
- To ensure traders comply with all the market rules.
- To deal with any customer, shopkeeper or other trader complaints about the layout of the market or convey them to the Town Clerk if they cannot be resolved.
- To advise the Town Clerk or the Administrative Assistant about which traders have attended on each day and how many pitches and stalls they used.
- To address any problems with the Town Council's stalls or equipment which arise during the day; to ensure enough weights are provided for stalls on windy days and record any damage caused to equipment.
- To present traders with their receipt where necessary.
- To undertake administrative duties connected with the market (This will include adding items to social media)
- To work to targets agreed annually with the Town Clerk.
- To undertake any other duties commensurate with the level of the post as may be required.

### SECTION FIVE – Main levels of contact

Internal: Town Clerk and other staff employed by PTC.

External contacts: . - Market traders - Members of the public and shopkeepers

### SECTION SIX – Terms and Conditions

Salary: 5 hours per market

Working hours – 8am – 1pm (An hour before the start and up to the end of trading on SEASONAL Markets which usually take place on three or four Saturday's per year)

### SECTION SEVEN

Job Description prepared by Town Clerk

Date 9th February 2024

Approved by Events Committee .....

Agreed by: (Post holder) .....