

AGENCY STAFF JOB DESCRIPTION

Accountable to	Markt & Town Hall Manager (M&THM) via Caretaker & Market Officer (C&MO)
Job Purpose	<p>To assist with the day-to-day operation and smooth running of Neston Markets, help to maintain a sustainable and vibrant trading environment.</p> <p>To undertake any duties associated with the activities held at Neston Market Square, Neston Town Hall and any other property within the estate managed by Neston Town Council.</p>
Main duties	<p>Allocate stalls, pitches and units creating a viable and interesting market as directed by C&MO</p> <p>Ensure a high level of cleanliness of the market and market square and maintain of a safe working environment and that the site is cleared following any market or activity.</p> <p>Refer to C&MO if any market Rules and Regulations are not being adhered to by all traders.</p> <p>Ensure rents and fees are calculated promptly, collected, and recorded, using the 'Square' card payment reader should C&MO be absent from work on that day.</p> <p>Refer any paperwork related issues for traders and their licences to C&MO.</p> <p>Erect and take down stalls as directed by C&MO or M&THM.</p> <p>Refer any areas of concern in the operations or conduct for any aspect of the market to C&MO or M&THM, if required.</p> <p>Refer any public complaint regarding the market immediately to the M&THM or Chief Officer if the M&THM unavailable.</p> <p>Assist with the implementation of any themed markets or other events held on the square or within the estate.</p> <p>Undertake general maintenance of the Town Council managed estate. This refers not only to the Market and the Market Square but also the Town Hall and allotment sites whilst under the management of Neston Town Council, as directed by the M&THM.</p> <p>Undertake other duties commensurate with the purpose of the job.</p>
Working hours	<p>TBC</p> <p>Weekend, evening and early morning working hours may be required.</p>