

EPPING TOWN COUNCIL

JOB VACANCY

Post: MARKET SUPERVISOR: EPPING MONDAY MARKET

Hours: 8 per week (Monday), 6am-2pm (approx)

Wage: SCP15 (£22,911 **pro rata**) plus inner fringe allowance (£874)

Leave: Annual Leave 20 days + 2 statutory days (pro rata).

Job role: To assist the Market Manager and stall contractor in ensuring the Monday market stalls are erected in the correct places by our traders and monitoring the layout of those stalls throughout the day. To monitor any unauthorised parking on the market and dealing with any issues arising from the market stall contractors, rubbish, traders and customers. Supervision of rent collection and arrears and to act as a point of contact for traders and customers, supporting the Market Manager.

Duties include:

- Ensuring that Epping's Monday Market stalls are erected in the right position and that stall layouts adhere to the market plan
- Policing stall space, spread and market vehicles
- Ensuring all market rules are adhered to
- Assisting the market stall contractor with any issues and monitoring rubbish arrangements in conjunction with the stall contractor team
- Assisting the Market Manager with rent collection arrangements and arrears
- Working closely with the Market Manager and Market Promoter
- Carrying out market health and safety checks
- Acting as a point of contact for traders and customers
- Managing excellent relations with our traders and customers
- Liaising with our traders regarding absence
- Reporting any issues of concern to Epping Town Council
- * Please note: this role requires Bank Holiday Monday working

A full, clean driving licence would be helpful but not essential and the post holder must be able to work well as part of a team. We promote a positive and harmonious working environment and all staff must be able to deliver this.

Please note: this is an above average physically demanding role, as it requires long periods of standing, outdoors, in all weathers.

Appointment: After a successful six month probation period and good references.

The Town Council is responsible for Epping's Monday Market, Epping Hall, Bury Lane Cemetery, Jack Silley Pavilion, two allotment sites, six recreation grounds, Bakers Lane toilets, the Town Show, Christmas Market and Town Magazine.

The staff of the busy Town Council is small and this calls for a flexible attitude by all employees in order to ensure the smooth running of Council's business.

Council will provide safety clothing and any necessary training and certification for personal development.

Contact: Beverley Rumsey, Town Clerk: brumsey@eppingtowncouncil.gov.uk or **01992 579444** for an application form. **Closing date: 15th March 2019**