

JOB DESCRIPTION

<u>JOB TITLE:</u>	Hall Supervisor / Markets Assistant
<u>REFERENCE:</u>	HSMA/22
<u>GRADE:</u>	Grade 5-6 pro rata
<u>REPORTS TO:</u>	Nantwich Civic Hall Assistant Manager & Market Supervisor

JOB PURPOSE

To ensure that all visitors to Nantwich Civic Hall and Nantwich Market have a memorable and safe visit.

PRINCIPAL RESPONSIBILITIES

- To provide duty manager cover for events at Nantwich civic hall on a scheduled basis. And to provide duty manager cover at Nantwich Market in the market supervisor's absence. Managing any casual staff working at the time.
- To prepare Nantwich Civic Hall for the day's / evening's events by setting up the hall furniture, and its bars. And as required support the Market supervisor in setting up the stalls and gazebos at Nantwich indoor and outdoor market and town centre events.
- To order stock and receive deliveries as required whilst on duty.
- To collect and bank daily takings, including bar income, Civic Hall room hire and market trader rents. Ensuring its security and accuracy in line with our financial regulations.
- As a duty manager you will ensure that the buildings are safe, clean, and fit to be open to the public. You will do this by supporting the cleaning team, directing their work where necessary and by getting stuck in to ensure the building is ready to open or ready for its next event. Janitorial duties at the Market toilets, Market Hall, and Nantwich Civic Hall expected to be carried out when required.
- Develop a well-rounded understanding of Nantwich Civic Hall and Nantwich Market and be able to help with customer enquiries.
- To assist with the installation of Christmas decorations in the town, and council buildings.

The job holder may be required at any time to undertake any work up to and/or at a level consistent with existing responsibilities. These tasks may be at any location in Nantwich, to ensure the effective deployment of labour, materials, transport, and equipment to meet daily service requirements.