PERSON SPECIFICATION: HALL SUPERVISOR / MARKETS ASSISTANT
SALARY SCALE 5-6

Assessment Criteria

Specification	Essential or Desirable	How do we assess
SKILLS/ABILITIES		
• Excellent verbal and written communication that demonstrates an ability to confidently interact and build rapport to a range of people.	E	A/I
• Computer literate and able to learn unfamiliar software.	E	A/I
• A confident decision maker, able to make timely, appropriate and well considered decisions when necessary.	E	A/I
• A flexible approach to work ensuring agreed deadlines are met and be able to effectively balance competing demands.	E	A/I
• High levels of customer care showing tact and confidence.	E	A/I
• Ability to follow a drawing or plan whilst setting up for a wide range of both indoor and outdoor functions and events.	E	A/I
• Numeracy to a level which enables accurate management and reconciliation of cash, stock and banking.	E	A/I
• Physically able to lift, manoeuvre and operate hall furniture and market gazebos, weights and tables.	E	A/I
• Driving a tractor - pulling and reversing with a trailer	D	A/I
KNOWLEDGE		
• Previous knowledge of bars and catering operations	D	A/I
• Previous Knowledge of market operation	D	A/I
• Local Government Experience	D	A/I
• Able to use Microsoft Office Applications	E	A/I
QUALIFICATIONS/TRAINING		
• Educated to NVQ Level 3 or equivalent	D	A/D
• Driving Licence	E	A/D
• Food Hygiene Level 2	D	A/D
• BIIAB Level 2 Award for Personal Licence Holders (QCF)	D	A/D
EXPERIENCE		
• Previous bar and or commercial kitchen experience	D	A/I
• Previous Customer Facing Role	D	A/I

A – Application **I - Interview**
R – Reference **D – Documentary Evidence**

IMPORTANT: All terms and conditions relating to the above job description are the current Nantwich Town Council terms and conditions of employment.