

Job Description

Post Title:	Market Supervisor	Grade:	5 (23.5 hours)
Post No:			
Directorate:	Communities	Section:	Commercial - Wyre Markets
Responsible to:	Market Manager	Responsible for:	
Location:	Fleetwood, Poulton and other market locations across Wyre		

Overall Job Purpose:

To support the Market Manager in the day to day operation of Fleetwood Market and the street markets at Poulton le Fylde and elsewhere around Wyre.

Key Tasks & Responsibilities:

Opening and closing of market sites on market days and allocation of stalls.

Undertake cash collections from stall holders on a daily basis and to deposit the collections in accordance with council procedures.

Undertake regular encroachment checks and floor walking

Exercise control over stall holders as to type, size and position of stall and to ensure that the market is conducted in an orderly manner.

Ensure there is no obstruction arising to emergency services vehicles or pedestrians as a result of the placing of market stalls.

Maintain stall holder records.

Order goods and supplies.

Produce weekly returns as to stall usage and such statistical information (e.g. as to "unsold" sites) relating to the market as may be required and to encourage maximum usage of market.

Check public liability insurance, health and hygiene certification and documentation relating to the leasing of market stalls and update records.

Undertake user clause checks on a regular basis.

Ensure that rubbish from the market is placed in the bins provided and to prevent unauthorised use by securing the compound when not in use. To encourage recycling wherever possible.

Ensure all traders at Poulton Market remove rubbish from site.

Liaison with external contractors.

Manage stall holder and customer disputes /complaints.

Deal with initial 'new trader' enquiries.

Provide first aid to staff and public.

Perform risk assessments and update.

Undertake legionella checks, record and submit as necessary.

Undertake minor repair work.

To provide cover for the evening caretaker as and when required.

Undertake any other reasonable duties consistent with the objectives and grading of the post.

Corporate Responsibilities:

The postholder will be expected:-

- To adopt a flexible approach to changing patterns of work and undertake such other duties as are consistent with the job purpose and grade of post.
- To promote best practice in meeting the requirements of Health and Safety legislation and Council policy, and comply with other relevant statutory legislation.

- To carry out duties in accordance with the Council's policy on equality and diversity.
- To accept that everyone has a right to their distinct identity, treating everyone with dignity and respect and ensuring that what our customers tell us is valued by reporting it back into the organisation.
- To provide quality services that are what our customers want and need, giving customers the opportunity to comment or complain if they need to, working with them to identify what needs to be done to meet their needs and informing managers about what customers say in relation to the services delivered.
- To develop oneself and others making every effort to access development opportunities and contribute effectively by participating in the Council's performance management scheme.
- To be responsible for Data Quality.
- To demonstrate a high standard of probity in the use of council resources and where a nominated budget holder manage spending within available resources.

Special Conditions:

(e.g. week-end work, shift allowance, car/telephone allowance)

- Casual car user allowance.
- Regular working outside normal office hours.
- The council operates a strict non-smoking policy.

This Job Description is current at the date shown below. In consultation with you it is liable to variation by management to reflect, or anticipate changes in, or to, the job.

Prepared by: Julia Robinson

Date: October 2021

Post Holder Signature:

Date: