

## TAVISTOCK TOWN COUNCIL

### JOB DESCRIPTION

JOB TITLE: Markets & Events Assistant

RESPONSIBLE TO: Market Reeve and Town Hall & Events Manager

### PURPOSE AND OBJECTIVES

Within a normal working week to be worked flexibly to meet Pannier Market, Town Hall and Butchers' Hall opening times (which will include evenings, weekend and Bank/Public Holiday working hours).

1. Undertake all aspects of the manual set up and dismantling of events for the Pannier Market, Town Hall and Butchers' Hall.
2. Maintain cleanliness of the various venues.
3. Act as cover for bar staff during events within the Town Hall requiring bar activity.
4. Minor property and ground maintenance duties
5. In the absence of the Market Reeve/Town Hall & Events Manager or Duty Officers for events and functions within the Pannier Market, Town Hall and Butchers' Hall, on occasions to be responsible for the security of monies taken, the issuing of instructions and requirements to hirers on operational matters.
6. When required, assist in the allocation of stalls in the Pannier Market, Town Hall, Butchers' Hall and on Bedford Square. The accounting for all rent payments received to be accurately processed and recorded.
7. When required within the Pannier Market, Town Hall and Butchers' Hall to be responsible for the examination of all building doors, windows and other access points for security and safety.
8. To undertake such duties as may be deemed necessary and are commensurate with the grading of the post.