



ADUR & WORTHING COUNCILS

Job Description

Authority:	Adur & Worthing Councils
Directorate:	Economy
Section:	Place & Economy
Post Title:	Casual Labour (Adur Street Markets)
Post Number:	
Accountable to:	Markets Officer
Management responsibility for:	N/A
Authority to liaise with:	Internal: colleagues and Councillors as required External: market traders
Meetings attended:	Occasional staff or team meeting
Work Style	casual

Principal purpose of job (role summary)

To assist in the set-up and breakdown of street markets in Adur and neighbouring authorities

Main duties, tasks and responsibilities of post holder

- Assist the Markets Officer to ensure the safe set-up and breakdown of market stalls and associated equipment, working to the layout and direction of the Markets Officer
- Assist the Markets Officer in loading and unloading equipment, including market stalls, weights, tables and traffic signage (when required)
- Work as part of a team
- Able to work weekends and flexibly as part of a team rota

Other

- Undertake all duties in accordance with Council policies, in particular those relating to Customer Care and Equal Opportunities.
- Undertake such other duties as may reasonably be allocated to the post holder, which may involve providing assistance in any section of the team as may be required from time to time.
- Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the post holder as a result of legislation, codes of practice or Council policies.
- Promote the service and Council positively at all times.
- Adhere to all aspects of confidentiality and Data Protection in order to comply with the law. Observe all policies and guidelines as defined by the Councils' Data Protection Officer and/or Service Data Controller.

The post holder will be required to undertake such other duties as may be required within the grade and competence of the postholder. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Job Description agreed by:

Post holder (Print name):

Signature:

Date:

Line Manager (Print name):

Signature:

Date:

Head of Service (Print name):

Signature:

Date: