

Ref: LM201602

LEVENSHULME MARKET CIC

PARTICULARS OF APPOINTMENT

Market Operative – Part Time

Levenshulme Market CIC invites applications for the above post which is available from 5th March 2016.

Salary will be £10 per hour for the following shifts each week:

- Saturdays/Fridays, March – December: 9 hour shift setting up, managing and breaking down Levenshulme Market

A full list of shifts and contracted hours will be provided on appointment.

All staff at Levenshulme Market are paid a standard rate of pay regardless of seniority within the team.

The post holder will be based on site at Levenshulme Market.

Informal inquiries may be made to Helen Power, Director, Levenshulme Market CIC - helen@levymarket.co.uk

Applications should be by submitting your CV and a statement outlining your suitability for the role. As an equal opportunities employer, we welcome applications from all suitably qualified persons.

There is a probationary period for this role of 3 months.

The closing date for applications is Friday 15th January 2016.

JOB DESCRIPTION

Overall purpose

This is an exciting opportunity to be involved in the continued success of a unique social enterprise.

The post holder will report to the Senior Market Operative and work with the Directors of Levenshulme Market CIC, the Marketing and Trader Liaison Co-ordinator and casual support staff and volunteers to manage the safe and effective delivery of our market events by ensuring that markets are erected, carried out and dismantled in a timely, efficient, safe and professional manner.

A good level of physical fitness/strength is required to enable the erection of gazebos and other hard manual work.

MAIN RESPONSIBILITIES

Day to Day Duties

- Setting up of market gazebos and electrics and taking responsibility for ensuring that all tasks on the *Market Day Duties* checklist – below - are completed in a timely manner.
- Other tasks as required by the role on an ad hoc basis.

Market Day Duties

Task	To be completed by
Staff on site and container unlocked	6.30am
If any ice is present ensure it is gritted and monitored for re-gritting throughout the day	6.30am
All gazebos in position and erected	8.00am
All tables in place (including extra tables as directed by plan)	8.00am
Weights on gazebos	8.00am
Backs on gazebos	9.00am
Wiring for traders set up	9.00am
Check on generator oil/any other issues	9.00am
Fuel topped up in generator	10.00am
Generator on	9.30am
A-boards out	10.00am
Electrical equipment check - is it as declared, set up safely and in a good state of repair?	10.00am
Chairs in seating area	10.00am
Wind check - gazebos weighted, any wind tunnels created, stock properly weighted	10.00am
Bins out with signage	10.00am
Inspect stalls/layout to ensure no undue hazard to traders or members of the public	10.00am
Site clear of any trip hazards or market equipment in thoroughfares	10.00am
Toilets signage out at bar	10.00am
All alcohol traders have clear Challenge 21 and offence to sell signage out - licencing doc handed to bar to display	10.00am
Container (non-generator side) locked with personal effects of staff of value within	10.30am
Inspect site for any potholes/blocked drains/other damage and report to Senior Market Operative	12.00noon
Cones collected and put back in container	12.00noon
Fees collected	2.00pm
Fees counted and handed over for banking	3.00pm
Alcohol signage/licence put back in generator side of container	4.00pm
A boards collected and put back	4.00pm
Backs removed	5.00pm

Tables put back in container	6.00pm
Chairs put back in container	6.00pm
Rubbish collected and put in bin	6.00pm
Gazebos dismantled and put back in container	6.00pm
Weights removed, collected and put back in container	6.00pm
Final check that site is clear and container properly locked	6.00pm
Litter picking/sweeping	Throughout
Planter maintenance/watering	Throughout
Flyering on high street	Throughout