



Coventry City Council

Job Description

Job Title	Senior Market Attendant	Job Number:
Directorate:	Place	Post Number:
Service:	Property Asset Management Commercial Property Management	Grade: 4
Location:	Coventry Market	

Job Purpose:

To be responsible for the day to day supervision and deployment of the market attendants in the delivery of operational services ensuring an effective and safe environment for traders and their customers and to deputise for the Market and Street Trading Managers when appropriate.

Main Duties and Responsibilities:

1. Assist the Market and Street Trading Managers in implementing appropriate shift rotas to ensure adequate cover for essential operational tasks required for the effective and safe management of the Market. Supporting Managers in the covering of Annual leave, Sickness, and meetings.
2. Guide the Market Attendants to ensure they contribute to the health and safety of the Market working to create a safe environment by ensuring adherence to risk assessments, COSHH sheets and safe working practices.
3. Support the Market and Street Trading Managers in the operational management of the Market and deputise for them as required. Including assisting with the collection of timesheets and stock replenishment. This involves competency of basic office programs and emails.
4. Cleaning duties including washing and scrubbing, sweeping, cleaning, collecting and removing Market waste, litter, general refuse, leaves, dirt etc. Cleaning toilets including the safe removal of hazardous waste materials. Risk assessment guidelines to be followed for cleaning materials and the use of safety equipment.
5. Lead on emergency evacuations at the Market and ensure that the Market Attendants team perform in accordance with the procedures.
6. Undertake inspections, deploying Market Attendants to resolve operational problems on the spot and maintaining all appropriate records including writing basic reports.
7. Advise the Assistant Managers on the content of risk assessments for tasks undertaken to develop and support safe working practices.
8. Support the managers in the recruitment and training of Market Attendants. Completing introductory walk arounds with new attendants.

9. Operating all plant within the market and removing pallets and packing materials within and around the Market perimeter.
10. Opening and closing the Market, setting the alarm system, locking/unlocking toilets, switching lights on/off, general caretaking.
11. fitting bulbs, fluorescent tubes, starters and other consumables, Deliver mail. Change refuse containers and empty bins.
12. To represent the Market and its values in a confident and professional manner.

Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for: Market Attendants x 5 (during managerial absence)

Responsible to: Market and Street Trading Manager

Date Reviewed:

Updated:



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Person Specification

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Area	Description
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Knowledge:	• Knowledge of the principles of health and safety at work including risk assessments.
	• Knowledge of the principles of equal opportunities in the workplace
	• Knowledge necessary for the safe and effective use of tools, cleaning materials, plant and equipment required for delivery of services.
	• Knowledge of how the market and street trading operates.

Skills and Abilities:	• Ability to direct and lead the Market Attendant team in performing tasks to defined standards.
	• Ability to use initiative to make effective decisions to resolve day to day issues or problems
	• Able to use a range of tools, plant, vehicles, battery charging equipment and waste compaction equipment.
	• Able to undertake the cleaning of toilets, foul substances and safe removal of needle sharps etc.
	• Able to give and follow verbal and written instructions.
	• Able to effectively lift boxes (e.g. box of bin liners), other objects and debris.
	• Able to effectively communicate with managers, staff, contractors, traders and the public and deliver tannoy messages in the assistant manager's absence.
	• Able to work with minimum supervision in a safe and effective way
	• Able to take responsibility for the security and operational service of the Market as required.
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	• Able to work shift rotas which include early morning starts, late evening finishes and week-end working.
	• Some use of basic Microsoft office programs



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Experience:	• Experienced in dealing with a range of people in a courteous manner
	• Experience in the operational and policy requirements of the market
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Educational:	•
	•
	•
Special Requirements:	Willingness to train as a first aider Driving licence required to operate market vehicles

Date Reviewed:

Updated: