

TAVISTOCK TOWN COUNCIL



JOB DESCRIPTION

JOB TITLE: Town Hall / Pannier Market Casual Staff

RESPONSIBLE TO: Town Hall and Pannier Market Supervisory / Management team

PURPOSE AND OBJECTIVES

Within a normal working week to be worked flexibly to meet Town Hall or Pannier Market opening times (which could mean evenings and weekends working hours).

1. Undertake all aspects of the manual set up and dismantling of events for the Town Hall and Pannier Market.
2. Maintain cleanliness of the Town Hall and Pannier Market.
3. Act as cover for casual bar staff during events within the Town Hall requiring bar activity.
4. When required within the Town Hall and Pannier Market be responsible for the examination of all building doors, windows and other access points for security and safety.
5. Undertake other such duties as may be deemed necessary as directed by the Supervisory / Management team re event delivery working on behalf of Tavistock Town Council from time to time.