

## **TAVISTOCK TOWN COUNCIL**

### **JOB DESCRIPTION**

JOB TITLE: Event Casual Staff  
RESPONSIBLE TO: Market Reeve/Town Hall & Events Manager

### **PURPOSE AND OBJECTIVES**

When required to work flexibly to meet the demands of Town Hall & Butchers' Hall functions and events.

### **CORE TASKS**

1. Bar duties to include serving customer drinks, collecting payment, operating the till, glass collecting
2. To clean high traffic areas such as public toilets, commercial kitchen
3. Monitor and attend to the refuse and recycling areas
4. Undertake all aspects of the manual set up and dismantling of functions and events
5. Follow health and safety regulations
6. To deal with public enquiries within a customer facing environment
7. To undertake such duties as may be deemed necessary and are commensurate with the grading of the post.