



## Lyme Regis Town Council

### Job Description

<b>Job Title</b>	Amenities' assistant	<b>Grade</b>	£13.47 per hour
<b>Section</b>	External works' team	<b>Hours</b>	<ul style="list-style-type: none"> <li>• April to June, September and October – 9am-1.30pm</li> <li>• July and August – 9am-3pm</li> <li>• November to March – 10am-4pm</li> </ul>
<b>Reporting To</b>	Operations manager	<b>Working Pattern</b>	<ul style="list-style-type: none"> <li>• Permanent position</li> <li>• Seasonal variations</li> <li>• Additional shifts may be required to cover colleague absence and school holidays</li> </ul>

#### Job Purpose

- To manage the council's amenities' facility

#### Main Duties

- To issue tickets and equipment for activities
- To take payments, reconcile takings and bank cash
- To keep the premises secure
- To litter pick and keep the amenities' area clean and tidy
- To notify the operations manager of the need to replace equipment
- To identify repairs to the hut and facilities

#### Dimensions

- To work as part of a team, arrange handover between shifts and re-organise shift patterns caused through absence
- To make decisions on the closure of the amenities' facilities through poor weather
- To liaise with the finance manager on income, bank reconciliations and floats

#### Supervision

- None

**Contacts**

- Members of the public
- LRTC staff

**General**

- This job description contains the principal duties relating to this post and does not describe in detail all the tasks required to carry them out
- Duties may vary from time-to-time without changing the character of the post or the level of responsibility.

**Special Notes or Conditions**

- The post-holder will be expected to work weekends and bank holidays
- The post-holder may be required to work evenings if shift cover is required