



Lyme Regis Town Council

Person Specification

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

Assessment Criteria	Essential	Desirable
Educational qualifications	None	GCSEs in English and maths
Work-related experience and associated vocational training	Experience of working on own initiative and as part of a team	Cash-handling Working with the public
Knowledge	None	Cash-handling and reconciliation Stock control
Personal skills and qualities	Ability to organise and prioritise own work Team worker Good customer service skills The ability to project a good public image Trustworthy Understanding of diversity and equality of opportunity	
Special working conditions	Ability to work evenings, weekends and bank holidays	

