



Lyme Regis Town Council

Job Description

Job Title	Amenities' assistant	Grade	£12.38 per hour
Section	External works' team	Hours	<ul style="list-style-type: none">• April to August: Monday-Wednesday, 9am-3.45pm• September to March: Saturday and Sunday, 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

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
<ul style="list-style-type: none">• Members of the public• LRTC staff
General
<ul style="list-style-type: none">• 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
<ul style="list-style-type: none">• 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