



Lyme Regis Town Council

Job Description

Job Title	Amenities' assistant	Grade	£11.42 per hour
Section	External works' team	Hrs	Saturdays, 3pm to 9pm Fixed term initially from 11 June 2023 until the end of October 2023
Reporting To	Operations manager	Working Pattern	<ul style="list-style-type: none">• Every Saturday during the fixed term• Limited possibility of other shifts

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 general 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 weekends and bank holidays, and evenings if shift cover is required.