

EAST CAMBS TRADING COMPANY

JOB PROFILE

JOB TITLE: MARKET SUPERVISOR	POST NO: ETC021
REPORTS TO: MARKETS OFFICER	SALARY: £24,491 - £27,741
	DATE: May 2021
DEPARTMENT: COMMERCIAL	

Purpose

To work as part of Ely Markets Team, to supervise the set-up, operation and close down of regular Ely Markets, additional markets and special events, with particular attention to operational, regulatory and health and safety issues.

Principal Accountabilities

1. Under the direction of the Markets Officer to be responsible for the set up and operation of Ely Markets' regular weekly markets including: Thursday Charter Market, Saturday Craft, Food & Vintage Market, Saturday Farmers' Market, Sunday Market, daily Mini-Markets and Ely Markets' special markets and additional events. To enforce compliance with the Ely Markets terms and conditions by market traders and to effectively communicate relevant issues to the Markets Officer.
2. To provide details on operational matters to the Markets Assistants. Including taking attendance records, regularly measuring market pitches to ensure the appropriate pitch fee is charged and ensuring all monies collected are recorded and receipted in accordance with procedure.
3. Other administrative procedures as directed by the Markets Officer.

Operational & Health & Safety

4. To supervise the setting up of each market or event, ensuring that traders' own stalls and equipment are fit for purpose and appropriately set up to ensure compliance with health and safety standards and procedures. Including an overall check of electricity use to ensure H&S compliance and the most efficient use of electricity market supply points. To appropriately record the checks made at each market or special event.
5. To undertake a basic check to ensure that traders comply with Environmental Health Food Safety standards including display of appropriate information. To check compliance with Ely Markets Premises Licence and maintain appropriate records. To report any issues or problems to the Markets Officer.
6. Ensure that all market traders comply with Ely Markets Regulations and Terms & Conditions. Where there are breaches of these conditions, to take immediate action if appropriate, in accordance with the regulations, and/or report back to the Markets Officer. To control unlicensed or unauthorised activity on the market (e.g. pedlars).

7. On Market days, to liaise with the market traders and local businesses, to enhance and maintain a good relationship and to resolve any problems and/or misunderstandings when they arise. To report any issues or problems to Markets Officer.
8. To supervise the works crew in the setting up and close down of Saturday Markets and additional markets and events. To ensure that stalls are set up in accordance with health and safety standards and procedures, and ensuring that no unauthorised vehicles are allowed access to the market place during market operation hours. To oversee the closing of the market and ensure all articles, equipment and vehicles are removed/replaced by the specified times including electrical pop-ups, collapsible bollards and barriers.
9. To ensure that pitch/stalls and the area adjoining pitch/stalls is clean and tidy and free from obstruction before, during and after market hours, and to ensure that all Health and Safety regulations are complied with. To liaise with East Cambs Street Scene to ensure that appropriate refuse collection and cleaning is undertaken. To liaise with Facilities Team to report any faults, damage or other issues relating to Market Place and its immediate environs.
10. To examine Ely Markets' stalls for overall condition, noting any damage, and report back to the Markets Officer. To arrange for minor repairs and renewals as approved by the Market Officer. To ensure that all gazebos are checked for condition or damage and that all accessory items (ie, sides, weights) are accounted for.
11. In consultation with the Markets Officer, to maintain an inventory of Ely Markets assets including equipment, gazebos and associated accessories. To work with the Markets Officer in developing an asset service for the hiring of the stalls/gazebos.
12. To assist with the organisation of special markets and events as directed by the Markets Officer
13. Such other reasonable duties as may be determined by the Director Commercial/Markets Officer.

Special Conditions

37 hours per week. Required to work Saturdays, Bank Holiday weekends, special events and occasional Sunday cover.

Part time working may also be possible.

Business Travel - Casual User

Pre-employment Checks

Fraud and Corruption Checks DBS - Disclosure