

**Ribble Valley Borough Council  
Chief Executive's Department**

**JOB DESCRIPTION**

1. **JOB TITLE:** Casual/Relief Market Officer
2. **REFERENCE NO:** CE144
3. **SALARY SCALE:** (scp 5) £10.01 per hour plus 12% in lieu of holiday entitlement
4. **RESPONSIBLE TO:** Head of Environmental Health
5. **JOB PURPOSE:** To carry out all duties in connection with the provision of the Council owned Market in Clitheroe.
6. **MAIN DUTIES:** **Working Hours – will vary depending upon whether cover is required for leave/training/other absence**
  - 6.1 To oversee the day-to-day operation of the general retail market in Clitheroe. Duties to include allocation of cabins, stalls and pitches and collection of associated rentals.
  - 6.2 To ensure that the market is run in a businesslike and efficient manner.
  - 6.3 To supervise and ensure that all refuse is satisfactorily removed from the market area and at the conclusion of the market.
  - 6.4 To carry out clerical duties in connection with the market as required.
  - 6.5 To carry out essential duties in connection with any additional ad hoc or seasonal markets held on the market site.
  - 6.6 To maintain all files, records, documentation, correspondence etc of the market.
  - 6.7 To undertake the routine cleaning of the market office, market storeroom, market office WC, market canteen/kitchen and assorted common areas during normal working hours.
  - 6.8 To undertake routine sweeping and mopping of the floor to the canteen, kitchen stairhead, market office, market office WC and market storeroom as required.
  - 6.9 To dust/clean the market canteen table tops, worktops, cupboards, cooker and market office desk as required.
  - 6.10 To clean the internal surfaces of the windows to the market, kitchen, canteen, office, storeroom, toilets and common areas as necessary.

- 6.11 To use all cleaning agents in strict accordance with the manufacturer's instructions and ensure all work is undertaken taking due regard for the health and safety of the postholder and all other persons using the building.
7. To be responsible for ensuring the data quality of all information related to the duties of the post.
8. To adhere to the Council's policies including equal opportunities and health and safety.
9. Such other duties of a similar responsibility level as may be allocated to the post from time to time.

**NB. In order to ensure that Job Descriptions are kept up to date, all employees are required to review their roles regularly through the staff performance appraisal scheme. Staff are required therefore to take a reasonable and flexible approach to changes arising from the challenges facing the Council.**

Signature of  
Postholder:

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Dated:

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Signature of Head of  
Service:

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Dated:

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