Market Crew

**Responsible to**: Sales, Marketing and Events Manager

**Responsible for:** Occasionally volunteers

**Grade**: B

# **Purpose** To work as part of the Windmill Hill City Farm events team, to ensure safe and efficient delivery of the monthly Windmill Hill Markets. This is a physically demanding role which will include setting up and packing down the market.

# **Main duties and responsibilities**

* To ensure the gazebos and other market equipment is set up and packed down correctly under supervision of Windmill Hill Market team
* Run power where needed/return power
* Put up/take down signs where needed
* To ensure bins are in place for when the market is open
* Connecting traders to power from the farm
* To ensure that every staff member on site has a radio for the day and these are returned
* Assist with any other elements of the set up and pack down that may arise on the day
* To maintain a clean site, emptying recycling bins/bins regularly and clearing any other litter, and ensure traders take their rubbish away at the end of the day.
* Taking cups back to cafe if found, clearing rubbish etc.
* Being present and visible to the public for any issues/lost children/first aid.
* Taking shifts to run the kiosk, serving refreshments and handling money.

**Person Specification**

**Essential**

* Good communication skills and ability to communicate in a calm non-confrontational way.
* Experience of working with a wide range of people from a variety of backgrounds and ages.
* A proven ability to work flexibly and as part of a team.
* Able to operate on own, using initiative to solve problems arising from workload.
* Ability to handle a range of physical work including carrying equipment and furniture.
* A clear commitment to Equal Opportunities perspective in all areas of work.

**Desirable**

* Willingness and ability to take on the role of First Aider (training will be provided if necessary).
* Working knowledge of health and safety principles and willingness to be trained further.
* Computer Literate.