



PROJECT LYTTELTON

the soul of a sustainable community

Job Description For:

Lyttelton Farmers Market Set-up and Pack-down Assistant

Position details

3hours from 7:15am-8:45am and 12:45pm-2:15pm on a Saturday at the Lyttelton Farmers Market, London St.

Reporting Relationship

This role reports to the Farmers Market Co-ordinator, the PL Manager and Farmers' Market Advisory Groups.

Staff Reporting to the Position

No direct reports. There may be a need to work with volunteers.

Primary Objectives of the Job

Provide logistical support by assisting staff with the setting up and packing down of materials needed for the smooth running of the Lyttelton Farmers Market. Comply with Traffic Management Plan and Health and Safety risk assessment/management.

Key Duties and Responsibilities

General:

- Warm and welcoming approach to all Lyttelton Farmers Market stakeholders.

Lyttelton Farmers Market specific duties:

- Assist staff with all materials needed for the market set-up and pack-down.
- Assist market staff with the traffic management by opening and closing road signage.
- Report any health and safety issues or incidents.

Method of working

- Inclusive and collaborative
- Warm and welcoming
- Customer focused

Skills/Competencies

- Organised and good time management skills
- Team worker
- Physically fit

- Awareness of personal safety and lifting techniques
- Clean and valid NZ drivers licence if required to drive the Project Lyttelton truck

Key Outcomes of the Job

The Lyttelton Farmers Market continues to be a great community asset. All stakeholders needs are considered and they feel supported. The Lyttelton Farmers Market operates smoothly each week.

This is 'living' document and with consultation with all stakeholders can change to meet any new requirements.

For more information please contact Project Lyttelton office@lyttelton.net.nz 03 3289243

SIGNED by the Employee:

Signed:..... Date:.....

SIGNED for and on behalf of Project Lyttelton Inc.:

Signed:..... Date:.....
