

Much Wenlock Town Council

GUILDHALL CUSTODIAN

Job Description

Overall Responsibilities

To receive, welcome and inform visitors to the Guildhall.

To line manage the Assistant Custodians, reporting to the Town Clerk.

To arrange exhibitions and to maintain records of sales of exhibition and other stock.

Specific Responsibilities

1. Welcome visitors to the Guildhall.
2. Provide information about the Guildhall and Much Wenlock area to visitors.
3. Receive cash and card payment for all purchases, including sales from exhibitions.
4. Use Zettle point of sale system for payments and stock control.
5. Maintain a record of all visitors and sales for submission to the Town Council office on a monthly basis.
6. Ensure adequate supplies of sales stock, maintaining storage, displays and records.
7. Arrange monthly exhibitions in the Guildhall, mounting/demounting displays, liaising with exhibitors and handling publicity and sales.
8. Ensure that the exhibits within the Guildhall are displayed appropriately and monitor their condition.
9. Supervise the Assistant Guildhall Custodians.
10. Prepare work rotas to ensure that all opening hours at the Guildhall are fully covered by Custodians on a rota basis and that the building is open to the public at all specified times between 1st April and 31st October and on other occasions, as required.
11. Advise the Town Clerk of any staffing issues arising.
12. Ensure that the building is secured and alarmed when leaving the premises.
13. In the event of an emergency, direct all occupants in the building to the exit at ground level and alert the relevant services for assistance.