

MUCH WENLOCK TOWN COUNCIL

JOB TITLE: GUILDHALL CUSTODIAN

Person Specification

Area	Essential	Desirable
Educational Qualifications	Good level of general education including GCSE English and Maths at Grade C / Level 4 or above	
Experience	Experience of working in a face-to-face customer service environment Experience of handling stock and sales Supervisory experience	Experience of customer service in a heritage setting Experience of organising small exhibitions
Knowledge	Enthusiasm for and interest in local history Basic knowledge of the history of Much Wenlock	Knowledge of local area and tourist attractions
Administration and Finance	Good numeracy skills Cash handling experience Experience of record keeping and stock control	Experience of using Zettle point of sale system
Communication	Approachable, courteous and friendly manner Confident approach Ability to communicate well with members of the public	
IT Skills	Basic computer skills, including Word and Excel	
Personal Qualities	Ability to work independently and use initiative Ability to work effectively as part of a small team Proactive, positive and adaptable attitude	
General	Willingness and confidence to work alone and take responsibility for the Guildhall and visitors to the building Willingness to work at weekends and on bank holidays on a rota basis	Willingness to occasionally help organise and participate in functions within and outside of regular working hours