

CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE

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| DEPARTMENT: PLACE | SERVICE GROUP: Sport & Culture |
| POST TITLE: Casual Visitor Assistant | REPORTS TO: Visitor Services Supervisor |
| GRADE: Band 3 (SCP 2) | SAP POSITION NUMBER : 50145487 |

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The following points should be noted:

1. Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
2. Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
3. Bradford is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to the Council Services.
4. The Council is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

| Key Purpose of Post |
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| <p>To form part of a pool of casual staff that can be called upon, sometimes at short notice, to provide holiday, sickness and other cover to ensure the smooth operation of the Services buildings.</p> <p>To assist with the safety and security of Museums, Galleries & Heritage premises, their contents and artefacts, their visitors and staff, at all times.</p> <p>To create a pleasant atmosphere for visitors and provide them with help, direction and information on exhibits and the building as necessary.</p> |

| Main Responsibilities of Post |
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| <p>To ensure the security and safety of premises, their contents and artefacts, their visitors and staff, by patrolling galleries as directed. Watching for theft, vandalism and anti-social behaviour and taking necessary action in accordance with instructions.</p> <p>To assist with the sale to the public of all items of commercial stock within the sales procedures of particular buildings.</p> <p>To ensure the cleanliness of premises and their contents as directed by the Visitor Service Supervisor.</p> <p>Assisting in loading and unloading of exhibits and goods. Moving exhibitions and display systems as instructed. Messenger duties as required.</p> <p>Assisting and accompanying the van driver as necessary.</p> <p>Occasional basic maintenance tasks as directed.</p> |
| Job Dimensions |
| <p>To make routine day to day decisions within set systems and procedures, referring others to the visitor services supervisor.</p> |
| Professional Qualifications |
| <p>No statutory qualifications required.</p> |
| Routine Communications |
| <p>Regular contact with local groups, organisations and the general public. Other CBMDC departments</p> |