

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| Job Title: | CASUAL STADIUM TURNSTILE OPERATOR |
| HBC Grade: | **HBC1** |
| Service: | **Stadium Match Day** |
| Division: | **Stadium and Catering** |

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| **Main Purpose of the Role**  |
| To ensure that all event spectators enter the Stadium safely with the correct ticket/cash fee.  |

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| **Key Duties**  |
| **1** | To ensure that all event spectators enter the Stadium safely with the correct ticket/cash fee.  |
| **2** | To communicate effectively with customers and the management team to deal with issues that may arise from time to time. |
| **3** | To accept appropriate responsibility ensuring that all-relevant health & safety and licensing laws are adhered to. |
| **4** | To be aware of and understand the Ground Emergency Evacuation Plan and to assist in its implementation. |
| **5** | To keep accurate records for all cash/ticket transactions in accordance with guidelines provided by Halton Borough Council Internal Auditors. |
| **6** | To work under direction of Stadium Operations and Match Day Safety Officer |
| **7** | To carry out any duties of a related nature as required by the duty Safety Officer of the Stadium |

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.

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|  | **Education**  | **Experience**  | **Knowledge**  | **Skills & Abilities**  |
| **ESSENTIAL** |  |  |  | **Good communication Skills** |
|  |  |  | **Basic mathematic skills.**  |
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| **DESIRABLE** | **GCSE A – C in Mathematics. (Or Equivalent)** | **Previous experience of working with the public.**  |  |  |
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| **HOW IDENTIFIED**  | Production of qualifications at interview  | Application / Interview / Assessment  | Application /Interview / Assessment  | Application / Interview /Assessment |

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|  | **Other requirements of the post**  |
| **ESSENTIAL** |  |
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| **DESIREABLE**  |  |
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| **HOW IDENTIFIED** | Interview / Assessment / Production of documentation  |

Please note: Front line posts with direct customer contact should include a statement detailing the spoken English language requirements of the post.

For office use only:

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| **Date Created:** |  |
| **Agreed by:** |  |

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.