

TOTTON & ELING TOWN COUNCIL

Job Description & Person Specification

JOB TITLE	Miller & Maintenance Lead
SCP	18 - 21
HOURS	Up to 24 hours per week to be worked according to tides
LOCATION	Eling Tide Mill
RESPONSIBLE TO	Eling Experience Manager

MAIN PURPOSE OF JOB

- Establish, maintain and develop effective working and maintenance practices for the Tide Mill
- To operate as part of a small team providing an efficient and effective Milling and Maintenance service to the ETME
- To present a professional image when in the role of representative for the ETME
- To participate in the promotion of the ETME to new and returning visitors
- To support the ongoing partnerships with partners of the Mill
- To support paid and volunteer staff connected to the Tide Mill Experience

Please note, this is a seasonal role which reduces in hours during the winter months.

KEY TASKS

1. Operate machinery for demonstration to public and to produce flour for sale in the shop and other outlets.
2. Formulate milling schedule.
3. Assist with flour bagging and flour deliveries to various outlets.
4. Research and recommend sources to obtain grain, with ordering and deliveries, storage and stock rotation.
5. Ensure disposal of old/contaminated grain and flour in accordance with Council's Environmental Health policy
6. Cleaning of Tide Mill machinery and milling area.
7. Learn about and actively participate in maintaining and restoring all mill machinery as necessary.
8. Assume responsibility of lowering/raising sea gates and/or storm gates and checking sea gates for damage/obstructions, ensuring appropriate measures are in place for flooding and adverse weather conditions.
9. Assist with general maintenance of the Mill and Experience
10. Assist with the management of Health & Safety of the Experience.
11. Assist with facility management and contractors' visits.
12. Actively promote the ETME to new and returning visitors and participate in milling demonstrations and tours to the general public.
13. Conduct pest control checks, reporting any concerns/problems to Control contractor.

14. Assist with reception duties and shop sales and other IT/admin duties.
15. Assist in ensuring the shop and mill is tidy/clean and presentable to the public at all times.
16. Manage milling and flour bagging volunteers.
17. Support contractors.
18. Cover for other areas of the ETME such as the Toll Keepers. where required.
19. Support and participate in ETME events.
20. Participate in training development opportunities and contribute to the annual performance review.
21. Be aware of health and safety issues, implementing appropriate practices and raising health and safety problems.
22. Adhere to all policies and procedures of the Totton & Eling Town Council.
23. Any other reasonable and relevant tasks as required by the ETME Manager & Totton & Eling Town Council.

WORKING CONDITIONS

The following section provides an outline of the working conditions that may be encountered in this role.

Manual Handling

- Objects, less than daily requirement, 6-10kg

Display Screen Equipment

- Laptop
- Desktop PC

Job Characteristics

- Working within height restrictions and in uneven surfaces
- Working with Tides
- Working with all ages
- People with special needs
- Verbal abuse and /or aggression

Work Environment and Equipment

- Lone Working
- Tide Mill Wheel & Milling Equipment
- Flood defence's

Driving

- Ability to meet the travel requirements of the role.

All applicants who are invited to interview will be asked to complete a health declaration form and medical questionnaire form.

Person Specification	
<p>QUALIFICATIONS</p> <p>Food Hygiene Health and Safety Engineering or mechanical qualification</p>	<p>D D D</p>
<p>SKILLS</p> <ol style="list-style-type: none"> 1. Interest in the Tide Mill - operation and maintenance 2. Excellent people and communication skills 3. Good organisational and administration skills 4. Ability to manage deadlines and priorities. 5. Ability to maintain professional boundaries. 6. Ability and willingness to respond positively and effectively to change and innovation. 7. Ability to research, summarise and present information effectively. 	<p>E E E E E E D</p>
<p>KNOWLEDGE</p> <ol style="list-style-type: none"> 1. Mechanical/engineering background/knowledge. 2. Passionate about local history, historic sites and heritage 3. Interest in Tide Mills 4. Interest in local wildlife and conservation 5. Understanding of Tide Mills 	<p>D E E E D</p>
<p>EXPERIENCE</p> <ol style="list-style-type: none"> 1. Of Milling flour 2. Of delivering quality support and customer service 3. In the operation of mechanical/engineering machinery 4. Of working independently and as part of a team 5. Of using e mail, word, excel, etc. 	<p>D E E E E</p>
<p>OTHER</p> <ol style="list-style-type: none"> 1. Able to work a flexible work pattern. 2. Be willing to undertake unsociable hours as required. 3. Ability to meet the travel requirements of the role. 	<p>E E</p>

E = Essential criteria
D = Desirable criteria

This person specification describes the requirements for the above post and lists the identifiable qualities, qualifications, experience, and knowledge required to deliver this post. It is used as a recruitment tool to set the criteria by which selection occurs. It will be used as the initial basis for short-listing of applicants and the criteria against which candidates will be compared in competition for the final selection.