



LAUTOKA CITY COUNCIL

ROLE DESCRIPTION

ROLE TITLE: **Market Attendant**

CORPORATE INFORMATION

1. Position Level: Established Position – Admin 2 Level 1.
2. Remuneration: A competitive salary depending on qualifications and work experience will be offered to the successful candidate.
3. Duty Station: Lautoka Market Office
4. Reporting Responsibilities.
 - a) **Reports To:** Reports to the Market Manager
 - b) **Liaises with:** Market Employees
 - c) **Subordinates:** Assistant Market Attendant, Market Cleaners
 - d) **External Relationships:** Market Vendors

ROLE PURPOSE

To assist in maintaining the cleanliness, safety, order, and smooth day-to-day operation of the municipal market while providing courteous assistance to vendors and members of the public.

KEY RESPONSIBILITIES

- Monitor market areas and ensure vendors comply with market rules and regulations.
- Enforcing Lautoka Market By-Laws.
- Collection of market fees and all other revenues.
- Preparation of market revenue account and maintaining revenue registers.
- Maintain cleanliness of stalls, walkways, and common areas.
- Attend to complaints by market vendors.
- Cleaning work in the market.
- Guide vendors in the proper use of allocated stalls and facilities.
- Monitor market opening and closing procedures.
- Opening and Closing of the Market on weekly rooster
- Assist with crowd control and maintain orderly movement within the market.
- Report damaged facilities, health and safety hazards, or breaches of market regulations to the supervisor.
- Assist customers and vendors with general enquiries.
- Support market inspections and municipal activities.
- Any Other duties assigned by the Market Managers

KNOWLEDGE & EXPERIENCE:

Education:

- Secondary – Form 7 Pass preferred with more than 5 years previous experience in equivalent work.
- Tertiary – Diploma level in Administration, Accounting, Business Studies or Office Management.

Qualifications and Requirements

- Previous experience in a market, customer service, municipal, or similar environment is an advantage.
- Good communication and interpersonal skills.
- Ability to work with the public and deal with vendors professionally.
- Physically fit and able to work outdoors and for extended periods.
- Reliable, punctual, honest, and able to work as part of a team.

PERSONAL CHARACTER

All applicants for employment in Lautoka City Council must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under the age of 60 years, in sound health, and with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.