



- 1.12 Regularly check and replace failed lamps in the Council House and Market Cross as soon as possible.
- 1.13 Report promptly to the Front of House Supervisor any potential or actual failure or deficiencies of equipment, facilities or procedures within the responsibility of the job.
- 1.14 Liaise with other staff as necessary to ensure the smooth administration of the Council's affairs.
- 1.15 Deal efficiently and courteously with enquiries from members of the Council and the general public, directing them to the appropriate authorities if the subject is outside the scope of the City Council.
- 1.16 Such other tasks as may be required from time-to-time. These may include specific tasks to be undertaken in Chichester but outside the Council House.

October 2016