

**TOTTON & ELING TOWN COUNCIL
JOB DESCRIPTION**

JOB TITLE	Tollkeeper
LOCATION	Eling Tollbridge
BAND	1
SCP	4-7
RESPONSIBLE TO	Eling Experience Manager

MAIN PURPOSE OF JOB

- To collect tolls due on vehicles passing over Eling Tollbridge
- Operate as part of a small flexible team providing an efficient and effective service to the Eling Tollbridge

KEY TASKS

Collection of tollbridge charges
Reconcile daily number of tickets sold with money collected and complete statistical and financial returns
Maintain security of cash collected.
Check that all passes of persons exempt from charges are valid
Reporting any problems or faults with tollbridge ticket machinery
Participate in the Council's appraisal scheme
Comply with the Council's Health & Safety policy
Assess own training needs and attend training courses as required

SKILLS, KNOWLEDGE & EXPERIENCE

Good general level of education
Ability to keep accurate records
Deal with cash transactions
Communicate with the general public courteously and effectively