

GENERAL SCOPE OF DUTIES / RESPONSIBILITIES

Village Greens, Waterfall Park, Riverside Field, Cook Family Memorial Garden, grassed verges & other open spaces.

- Oversee cutting & strimming of grassed areas.
- Ensure that the Village Greens and other areas are clear from rubbish & other debris.
- General grounds maintenance support & gardening duties.
- Watering of planters and containers throughout the village.
- Upkeep of benches, memorials & seating (inc prep/painting).
- Clear debris from edge of river.
- Collecting / taking delivery of PPE/consumables/cleaning equipment/supplies.
- Holiday / sickness cover for cleaning of public WC's.
- Painting of railings, steel memorials etc,

Cemetery Maintenance

- Oversee the cutting & strimming of grassed areas to required standard.
- Maintain footpaths, verges, hedges & boundary to present a neat and tidy appearance.
- Remove debris from decayed floral tributes and wreaths as appropriate.

Cemetery (Following an appropriate period of training)

- Oversee excavation of graves in a proper manner.
- Liaison with the Undertakers with respect to time and date of interment.
- Collection of fees and disbursement of fees to Parish Clerk.
- Maintain records of burials and reservations in appropriate ledgers.
- Keeping in a neat and tidy fashion plot plans of the cemetery layout.
- Inspect and make safe headstones and monuments.
- Install remembrance plaques noting identification and location.

Allotments

- Oversee / undertake pest control activities to extent of qualification/training.
- Ensure good housekeeping & adequate maintenance of plots by tenants.
- Oversee upkeep and maintenance of untenanted plots, pathways and other un-allocated areas.
- Walk the site and record any obvious defects/issues & report.

Public WC's

- Oversee the cleaning & maintenance of the public WC's.
- Ensure the facility is opened/locked at designated times throughout the week.
- Ensure consumables are replenished as required.

Play Park

- Daily / weekly inspections & reports of play equipment.
- Oversee repair to equipment as directed.
- General weeding & litter pick of play area.
- Carry out simple maintenance of equipment.

Buildings Maintenance

- Simple maintenance, cleaning & redecorating tasks.
- General weeding & litter pick to outside areas.