

## JOB DESCRIPTION

### **GROUNDS MAINTENANCE OPERATIVE - SUMMER**

#### **Fixed term**

#### PRINCIPAL ACCOUNTABILITIES

Your normal place of work will be the Cemetery but you may, on occasion, be expected to work at any place or work area owned by Littleport Parish Council as directed by the Clerk or the Parish Grounds Keeper.

To assist with the grass cutting and strimming in the Cemetery as required.

To assist in maintaining the Cemetery in a clean and tidy condition.

In the absence of the Parish Grounds Keeper clear paper and rubbish from the play areas and Skate Park as required.

In the absence of the Parish Grounds Keeper to inspect play equipment weekly at the play areas and Skate Park and complete report forms.

To perform any task that would reasonably fall under the heading of grounds maintenance as may be determined by the Clerk or the Parish Grounds Keeper.

To carry out all work in a tidy and workmanlike manner to the satisfaction of the Clerk and the Parish Grounds Keeper

Opening and closing the Cemetery gates on a rota basis.

Current Driving Licence required.

To adhere to Health and Safety Regulations at all times.

Your dress and appearance should be appropriate as you will meet members of the public visiting the Cemetery.

The pay scale is SCP6 £15,014.00 pa (pro rata)