



JOB DESCRIPTION

Post: Groundsperson

Reporting to: Grounds Team Leader

Salary: SCP 8-12

1. Purpose

To maintain and repair Council grounds and amenities, including open spaces and amenity areas, buildings, floral displays, playgrounds, recreation grounds, and allotments. Carry out grass cutting, grounds maintenance, street sweeping and litter collection as necessary.

2. Duties of the Post

The following list is typical of the level of duties which the post holder could be expected to perform. It is not exhaustive and other duties will be required from time to time.

- Litter pick, clean and sweep external areas in the Parish as directed.
- Empty and clean litter and recycling bins.
- Carry out gardening, grounds maintenance, grass cutting and maintenance of flower displays.
- Assist in the maintenance of amenity areas.
- Undertake watering of the floral displays during the season.
- Undertake minor repairs and maintenance of Town Council property including buildings, playgrounds, recreation grounds and allotments.
- Hedge cutting and tidying at the Council's recreation grounds, playgrounds, cemeteries, closed churchyard, and at certain public footpaths.
- Carry out cleaning of the Town Hall in the absence of the cleaner as required.

- Digging of grave spaces for cremated remains and assisting in the preparation of graves for burials.
- Assist with tree works and maintaining hedges.
- Participate in Town Council events and assist in their organisation.
- Assist with the erection/dismantling of Christmas Lights.
- Be involved in the Council's call-out system.
- Provide cover for other members of the grounds team.

3. **Health and Safety**

You are required to familiarise yourself with all relevant Health and Safety Regulations, Legislation and Policies applying to or made by the Town Council and ensure that you comply with and ensure others comply with these as required.

Ref: djm

August 2024