

COMMUNITY JANITOR – 20 hours per week

JOB DESCRIPTION

The Community Janitor is a vitally important role to Hellesdon, as this person is probably the most visible member of the Parish Council staff.

The Community Janitor position will have these duties:

- To litter pick in the allocated areas of Hellesdon.
- To monitor these areas and report any damage or matters of concern to the Parish Council.
- To answer queries of parishioners if approached, in a polite manner, and escalate any matters raised to the Parish Council.
- To empty the litter bins in the parks
- To clean the toilet block at the allotment twice a week.
- To put up notices in the parish noticeboards.
- To deliver agenda packs to councillors.
- To check all notice boards on a weekly basis and clean on a monthly basis.
- To check all bus shelters on a weekly basis and clean on a monthly basis.
- To cover general caretaking duties when required.
- To cover light grounds duties when required.
- To move SAM2 signs around the parish.
- Any other task as directed by Hellesdon Parish Council befitting of the skills and grade of the staff member.

Please note that this role is subject to:

- DBS check
- Driving license check