

**Caretaker/Gardener – Part Time (30 hours per week) on shift patterns.**

**Job share will be considered if all shift patterns can be covered.**

**SCP 7 – £11.63 per hour (pay award pending)**

**JOB DESCRIPTION**

A Caretaker / Gardener has an important role in making sure our facilities are in good shape for our parishioners to use.

The position will involve these duties:

- To ensure all of our community buildings are clean and ready for use by parishioners. This is particularly important of our community centre which has a high footfall and therefore requires regular cleaning. To restock all consumables as required.
- To exercise a general supervision on all activities and over all persons using the Community Centre, car park and, as far as is practicable, the Playing Fields.
- To liaise with the parish office with regards to community centre bookings to ensure that the rooms are clean and prepared in line with the requirements of the hirer. To work with hirers if necessary with their room plans.
- To monitor the security CCTV cameras and provide the police information on request.
- To ensure that all Fire Exits in council buildings are kept clear and that the number of people present does not exceed the maximum permitted by Fire Regulations.
- To be part of a rota for unlocking/ locking park gates at advertised times.
- To make general repairs to parish assets, or escalate those that require specialist repair or are permanently damaged, as directed by the Clerk. To work with specialist contractors to perform routine testing, inspections and repairs on the parish buildings.
- To ensure that all council premises are locked and secure at the end of each day.
- To liaise with the parish office for lettings of the netball courts and bowling green to ensure all areas are prepared in line with the requirements of the hirer. To monitor the bookings of the tennis courts so that nets are available when required.
- Setting up of council chamber for meetings if required.
- Cleaning of council chamber and parish offices.
- To sweep around the community centre building, parish office and car park and keep litter free.
- Window cleaning
- To perform gardening on parish owned land and light grounds duties under instruction. This will include, but not limited to, hoeing, weeding, digging, leaf raking and grass cutting. More advance grounds work will be required but this will be subject to qualification and training.
- Responding to parishioner enquiries in a polite manner.
- To make checks on the Community Fridge (food hygiene training will be provided if required)
- To attend training courses or meetings as deemed necessary by the Council.
- Any other task as directed by Hellesdon Parish Council befitting of the skills and grade of the staff member.

This is a physical role that requires significant movement throughout the working day which will involve lifting and movement of items, particularly tables and chairs. It will also involve working outside when required.

This role requires the successful applicant to undertake a driving license and DBS check