



## **Cranleigh Parish Council**

### **JOB DESCRIPTION**

- JOB TITLE:** General Worker
- LOCATION:** Cranleigh Parish Council properties.
- HOURS OF WORK:** 37 hours per week  
(some flexibility is required)
- Summer time hours:  
Mon - Thurs 7.30am – 4.00pm  
Fri 7.30am – 3.30pm  
Winter time hours:  
Mon – Thurs 8.00am – 4.30pm  
Fri 8.00am – 4.00pm
- SALARY SCALE:** £14,430 - £15,873 per annum  
(depending on experience)
- REPORTS TO:** Grounds Manager
- START DATE:** Mid May 2017.

### **AIMS OF THE JOB**

To assist with general caretaking duties within the Parish Council environment including:

- Litter collection at Council properties.
- General maintenance assistance to the Grounds Manager for open spaces, play park and sports pitches.
- Grounds maintenance assistance to the Sexton at the cemetery.
- Caretaker duties at Cranleigh Village Hall, Snoxhall Pavilion and Youth Centre as instructed & scheduled.
- Provide general maintenance to Council Buildings.

## **MAIN TASKS AND DUTIES**

- Undertake daily litter collection duties to all areas of Snoxhall Fields including, sports areas, play park, car park, and other ancillary areas, PPE and all relevant equipment provided. Must be undertaken at 7.30am in the summer and 8.00am in the winter prior to the commencement of grounds work.
- Undertake basic cleaning duties to Council properties as instructed or scheduled.
- Re-stock of cleaning and sanitary supplies, provide relevant inventory/stock information to line manager or office, to assist with inventory/stock management.
- Open and close Council buildings as per scheduled events.
- Set up & take down tables, chairs and other equipment for scheduled events at the Council properties.
- Basic visual inspection of Council buildings and properties and reporting to line manager.
- Undertake basic maintenance tasks, including but not limited to replacing light bulbs, batteries, general tidying.
- Decorating of interior and exterior Council buildings and gates/fencing as instructed or supervised.
- Grounds maintenance including mowing, strimming and hedge cutting.
- To assist with any other duties relevant to the post as directed by the Clerk, Grounds Manager, or Assistant Clerk.

## **HEALTH AND SAFETY**

- It is the responsibility of all employees to co-operate and assist in meeting the Parish Council objectives to provide a healthy and safe working environment. All staff have a duty to carry out their work with care for the health and safety of themselves and other people and to comply with the Parish Council Health & Safety Policies and procedures.
- Health & Safety Training will be offered to all staff for the benefit of both parties, it is expected that the post holder undertakes this training.
- The post holder must always abide by the Parish Council Code of Conduct.
- This job description is current at the date shown below. In consultation with the post holder, it is liable to variation by the Council and/or Council Clerk to reflect or anticipate changes required for Parish Council's development.

## **SAFEGUARDING CHILDREN**

The Council is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. The successful candidate will be subject to an enhanced DBS check.

02 February 2017.