

## JOB DESCRIPTION

Employer **Euxton Parish Council**

Job Title **Village Caretaker**

All the tasks listed are interchangeable and shared between the team.

### Overall Responsibility

To service the village of Euxton promoting a clean, tidy and safe village.

### Specific Responsibilities

Inspect children's play areas for damage, litter pick and clean (training will be provided).

Take on all tasks and projects around the village as detailed (on separate sheet). Carry out routine repairs and maintenance to Council facilities.

Arrange/offer holiday or sickness cover for the playground duties to cover (see attached duties).

Use pavement vacuum machine (or other machines) on routes around the village clearing pavements and picking up litter on a rotation basis and completion of required contracts (training will be provided).

Carry out machine checks and preparation prior to use and ensure machine is cleaned and stored securely at the end of the day, perform routine maintenance on the machines ensuring the necessary services and replacement parts are arranged.

Ensure stocks of consumables are available and re-ordered via the Clerk regularly.

Report any problems or areas or concerns around the village to the Clerk.

### Requirements for the Position

A local knowledge of the area would be an advantage. Training will be provided for the pavement sweeping machine and any mechanical tools required of the job.

Hard working person willing to turn out in all weather and on Saturday mornings.

Reliable and trustworthy with a friendly personality.

### Notes

References will be sought prior to completion of probationary period.

## **DUTIES AROUND THE VILLAGE**

<u>Village</u>	Pick litter from all around the village Clear away overhanging branches Cut back encroaching grass from pavements
<u>Pavement Vacuum, SPID &amp; Other machines</u>	Use the pavement machine and SPID around the village on routes covering all the estate and main roads. Clean and carry out general day to day maintenance of the machine.
<u>Greenside Pavilion</u>	Caretaker the facility (security, repairs, renewals) Paint walls annually , paint woodwork when necessary Initiate minor repairs Change bulbs when necessary Graffiti clearing, Clean signs when necessary Undertake small/medium projects/upgrades Clean (mop floors, toilets, sinks, benches, showers) Report any problems/damage/vandalism
<u>Greenside Football Pitches &amp; Bowling Green</u>	Pick litter clear away any fly tipping Check grass is cut regularly, or carry out requested cuts on Bowling Green (training provided) Be on hand for repair men visits/deliveries Check maintenance of pitches is being carried out Check furniture/equipment for damage/vandalism Empty litter bins where required Inspect boundaries Report any problems
<u>Millennium Green</u>	Pick litter clear away any fly tipping Check grass is cut regularly Be on hand for contractor visits if necessary/or deliveries Check maintenance is being carried out Inspect boundaries/fencing Check furniture/areas for damage/vandalism Initiate repairs or report for repair to be carried out New projects (eg bulb planting, bedding plants etc) Clearing areas or pond maintenance Report any problems
<u>Princessway Kickabout Area</u>	Pick litter, clear away any fly tipping Check grass is cut regularly Inspect boundaries/fencing Report litter problems or around Electricity Sub Station Report any problems
<u>Other Council Owned Land</u>	Pick litter clear away any fly tipping Check grass is cut regularly Report any problems
<u>Additional</u>	Trips to the tip if necessary Keep ginnels clear When required cut overgrown hedges/brambles Take on any new areas of responsibility or projects Report any problems or necessary repairs Gardening projects

Given the nature of the position, further tasks may be added from time to time.



## **PLAYGROUND DUTIES**

Balshaw Lane Play Area	Pick up litter and check bark for glass etc Clean equipment where needed
Greenside Play Area/Garden	Re-distribute bark around equipment
Primrose Hill Play Area	Inspect the all equipment for damage/safety Inspect boundary/fences for damage/safety
Southport Road Shelter	Report any problems/damage/vandalism
Southport Road Skate Park	Carry out minor repairs, replacement items or emergency shut down/taping off if necessary  Keep record of visits/reports to play areas on timesheet

## **SPEED INDICATOR DEVICE DUTIES**

Deploy the SPID in rotation around the village sites	Safely erect and take down the SPID  Charge and maintain  Report any problems
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Other projects or seasonal tasks through the year which you will be involved in:

Flower displays - erecting or delivering items, watering, maintenance

Christmas - tree, lights, inspections and maintenance

Pond maintenance projects on the Millennium Green

Dog bag dispenser units - erections, refills or repairs

Noticeboards - erection or maintenance

War memorial - tendering, cleaning, repairing

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