



## **JOB VACANCY**

**Job Title:** Grounds Maintenance Operative / Litter Picker (F/T – One Year Contract) (SCP 13)

£24,948 per annum (£12.97 per hour) 37 hours per week

**Responsible to:** Chigwell Parish Council

**Reporting to:** Cemetery Manager & Clerk to the Council

**Job Purpose:** To provide an efficient and effective Litter & Grounds Maintenance Service

### **Overall Responsibilities:**

To maintain the Council's buildings, street furniture, services, and facilities and to report public realm issues to improve the appearance of the Parish and the usability of the facilities for the benefit of residents and visitors alike -

1. Litter pick Parish, as directed by Cemetery Manager / Open Spaces Supervisor.
2. To undertake the regular inspection and maintenance of the Council's Street furniture, which includes bus shelters, seats, litter bins, park equipment and other items, in accordance with schedule of works.
3. To undertake general handyman duties, which may include - but not limited to - strimming, blowing, mowing, grounds work, emptying bins, assisting Open Spaces Supervisor and Cemetery Manager in daily tasks.
4. Assist in digging burial / cremation plots.
5. General gardening maintenance, hedge cutting, planting turfing, removal of floral tributes.

Good communication skills are imperative as regular contact with residents and members of the public. Experience is preferable, although full training will be given. Flexible attitude to work in all weathers. Good level of fitness to be able to move equipment and handle loads, self-motivated and ability to work on own initiative, willingness to learn. Flexible working hours and daily tasks. Other tasks that are commensurate with the grade. Overtime may be required. Full, clean driving licence required.

**For an Application Pack, please contact Chigwell Parish Council by email on [recruitment@chigwellparishcouncil.gov.uk](mailto:recruitment@chigwellparishcouncil.gov.uk) or for a hard copy please contact the office landline 020 8501 4275 or collect in person from Hainault Road, Chigwell, Essex IG7 6QZ**

**CLOSING**

**DATE 16 JUNE 2023**