

Job Description

Job Title: Street Orderly/General Maintenance/Handyperson

Responsible to: The Clerk to the Parish Council

Job Purpose:

To supplement the work of the main street orderly in litter picking around the village and to provide cover in the event of absence or during holidays

To pick up litter on Victory Park and car park

To maintain the Pinfold/Sensory Garden and the village planters

To undertake other general maintenance/handyperson tasks as required by the Council

Specific Duties:

To check for and remove litter from the following estates on a 4 weekly rotational basis: (2 hours per week) See map attached

- Area (a) Brooklands Road and associated roads/alleyways/greens
- (b) Tudor Drive/Chapel Lane and associated roads/alleyways/greens
- (c) Chiltern Avenue/Hillview Drive and associated roads/alleyways and greens
- (d) Church Farm Close/Bradbury Close/Walnut Leys

To check for and remove litter on Victory park and car park on a weekly basis (2 hours per week) normally on Mondays

To maintain the Pinfold/Sensory Garden and the village planters. This will involve weeding/planting/removal of litter and debris (1 hour per week)

To undertake general maintenance duties as requested by the Clerk. These may include tasks such as varnishing benches and notice boards, painting, clearing weeds from alleyways etc (4 hours per week)

NB In the event of the need to provide absence cover for the main Street Orderly, the above duties will be suspended until notified by the Clerk

Employment details

The Street Orderly/General Maintenance/Handyperson is employed by Cosby Parish Council and is classed as a payroll employee and may be included in The People's Pension scheme

Any income tax payments due to HMRC will be deducted by the Council's payroll administrator

He/she will be paid on a monthly basis by cheque

The holiday entitlement will be 4 weeks per annum plus public holidays

The remuneration and hours will be determined by the Council's Wages and Salaries Working group and reviewed annually. From April 1st 2016 this will be **£8.41 per hour for 9 hours per week.**

There will be a statutory entitlement to sick pay

Appropriate protective jacket, gloves and litter picking equipment will be provided

Person Specification

Skills, Knowledge and Experience:

- Good practical skills
- Experience of lone working
- General knowledge and understanding of safe practices
- Ability to relate well to villagers

Other

- Good level of health and general fitness to undertake work in all weather conditions
- Willingness to work flexibly
- Demonstrate a commonsense approach to the work

How to apply

Applications should be made in writing to the Clerk, Mrs Elaine Wakelam, 36 Wavertree Close, Cosby, Leicester LE9 1TN stating your experience relevant to the job and the name and contact details of two referees

Closing date for applications: Monday 16th January 2017