

## **LITTER PICKER JOB DESCRIPTION**

### **SALARY AND GRADING ACCORDING TO EXPERIENCE OF SUCCESSFUL CANDIDATE. SALARY RANGE GRADE 2 SCP 10 – 11**

**OBJECTIVE:** To keep the Hedge End Town Council owned parks and open spaces tidy and free from litter and assist the office with any other tasks that may be required.

**DIRECTLY RESPONSIBLE TO:** Operations Manager

#### **ROLE AND RESPONSIBILITIES**

- To identify and note the main areas of litter pollution within the town by visual inspection
- To carry out regular litter collection at all Town Council owned public spaces, play areas, parks and external areas of pavilions.
- To advise the Town Clerk and Operations Manager of any problem areas found.
- To report any graffiti and vandalism to the office on a daily basis.
- To clear litter at children's play areas and to advise of any visual damage immediately to the Town Clerk and Head Groundsman.
- To carry out any other tasks that may be required by the Town Clerk that may arise from time to time by mutual agreement.
- Carry out all duties with due regard to Health & Safety in all matters

#### **Keys**

Keep all keys to buildings and vehicles and honour their security accordingly. Where keys are not assigned to an individual to sign these in/out of the key store as required.

#### **Administration**

- Keep a full diary of works/accidents/issues.
- To provide cover, if required, whenever reasonably practical for other posts within the responsibilities and grade.

#### **Additional Duties**

As stated by the Operations Manager or the Town Clerk.

This job description may be subject to review in consultation with the post holder in the light of changing needs and is not, in any case, an exhaustive list of all job activities. The Town Council reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Town Council.

## **PERSON SPECIFICATION AND REQUIREMENTS**

### **Essential:**

- Good Timekeeping
- Conscientious and ability to take personal responsibility for the standard of work carried out
- Ability to communicate at all levels
- Ability to work in an organised and methodical manner
- Ability to use own initiative
- Ability to maintain high standards of cleanliness in accordance with the requirements
- Clean and smart appearance
- Wear Personal Protective Equipment (PPE) where provided
- Willingness to work flexibly
- The post-holder must be willing and able to work unsocial hours which may be a frequent feature of this role which may include Sat/Sun/Public Holidays and evenings as required or when dealing with emergencies.