

**JOB DESCRIPTION
GENERAL MAINTENANCE ASSISTANT**

PAY SCALE 2/3 (30 hours)

A. To Whom Responsible

Reporting to the Property and Grounds Maintenance Supervisor.

When dealing with public represent Parish in a positive and professional manner.

B. Duties

1. Remove litter from the Recreation Ground.
2. Carry out weekly ROSPA tests at Recreation Ground.
3. Check and clean toilets and changing rooms at Recreation Ground.
4. Carry out general recreation ground maintenance.
5. Empty and maintain Parish waste bins
6. Mark and out and mow pitches when required.
7. Clean and maintain bus shelters.
8. Grass cutting at Parish sites.
9. Weed and tidy flower beds and plants on Parish sites.
10. Prune and maintain hedges, bushes, trees and shrubs.
11. Tidy floral tributes and dead flowers at Parish Cemetery.
12. Ensure all resources are kept secure.
13. Clean vacant allotment plots for re-letting.
14. Clean allotment toilets – weekly.
15. Remove litter and leaves from car parking areas
16. Refuel vehicles and collect fuel and oil where necessary.
17. Maintain and update Parish Notice Boards.
18. Deliver urgent Parish Council correspondence.
19. Apply pesticides/herbicides at Parish sites when required.
20. Carry out legionella tests.
21. Liaise with contractors where required.
22. Occasionally carry out Village Hall cover duties when necessary.

Cemetery

23. To maintain Cemetery plots and surrounding areas.
24. Liaise with public and assist with choosing burial plot.
25. Carry out pre and post funeral checks.
26. Liaise with Funeral Directors regarding official paperwork.

Premises

27. To cover some of Premises Officer Duties when premises officer is on leave or absent for other reasons. These include -
28. Meet and greet organisations/groups who hire the premises
29. Meet and greet contractors
30. Ensure premises are never left unlocked and unattended
31. Secure the premises and set alarm at closing times