

NORTH HINKSEY PARISH COUNCIL

JOB DESCRIPTION FOR THE GROUNDS KEEPER

Employed by North Hinksey Parish Council and reporting to the Clerk, it is the responsibility of the Grounds Keeper to ensure the Louie Memorial Playing Fields are clean safe and useable. The playing fields are a community resource held in trust by the Parish Council.

You will be happy working alone, in all weathers, and enjoy working outdoors. At times the role is physically demanding and will include lifting and carrying heavy equipment. - You should be interested in grounds maintenance or willing to learn. Necessary training will be provided including RoSPA training. The hours average six per week, but this is under review.

Duties include

- Line marking the 11-a-side football pitch at least fortnightly
- Completing weekly Safety Checks of the Play Equipment on the Upper and Lower Playing Fields, completing the RoSPA report form and returning it to the Parish Clerk. Any Health and Safety issues to be reported immediately
- Removing any graffiti on play equipment or picnic benches
- Unlock the Car Park Gate at 8 am
- Report any graffiti noticed on the exterior of the Pavilion to the Clerk who will notify the Trust
- Weekly, monthly and annual maintenance checks on the defibrillator cabinet
- Cleaning the MUGA and Children's Shelter area to remove litter etc. and the general maintenance of the Trim Trail equipment
- Cleaning Personal Gates as necessary
- Checking the security of the former Scout Hut monthly
- Litter picking across both Upper and Lower Fields as necessary
- Checking for Sharps and broken glass and disposing of these safely
- Clean out Lime Road Bus Shelter once per week

- Ensuring safety of paths, salting and clearing mud as necessary, to prevent slips and falls.
- Monitoring paths through the Copse and report to the Clerk any damaged trees or potential tree falls
- Walking the boundaries to check for any tree damage or encroachment onto boundary properties and report to the Clerk
- Taking care of groundskeeping supplies tools and inventory
- Other reasonable, occasional duties pertaining to Louie Memorial Playing Fields as requested by the Parish Council