



# Job Vacancy

## Village Caretaker

Salary £14,040pa (20-hour week £13.50 per hour)

Benefits: Pension, Mileage Allowance, Full Training Provided

Are you passionate about your local community? Do you love working outdoors and taking care of your environment? If so, we have an exciting opportunity for you! Council is looking for a person to join our dedicated team.

This is an established part-time role, you will help maintain the beauty and safety of Euxton, ensuring it remains a welcoming place for all residents. You will carry out a range of tasks from play area inspections to village repairs, strimming and hedging, litter picking, within a small team of workers.

What we're looking for:

- ~ Local knowledge of Euxton is a plus!
- ~ Willingness to work in all weather
- ~ Hardworking, reliable, friendly personality
- ~ Street scene, operational work and supervisory experience would be a benefit.
- ~ Driving license with own transport

If you are looking for a rewarding role where you can make a real difference in your community, we want to hear from you!

To apply, please email in to [clerk@euxtoncouncil.org.uk](mailto:clerk@euxtoncouncil.org.uk) with the email title of:

**'Application for the Caretaker20'** position.

Job description and details below.

## JOB DESCRIPTION

Employer **Euxton Parish Council**

Job Title **Village Caretaker**

All the tasks listed are interchangeable and shared between the team.

### Overall Responsibility

To service the village of Euxton promoting a clean, tidy and safe village by carrying out tasks listed.

### Specific Responsibilities

Inspect children's play areas for damage, litter pick and clean (training will be provided).

Take on all tasks and projects around the village as detailed (on separate sheet). Carry out routine repairs and maintenance to Council facilities.

Use any items of equipment purchased/leased such as a Pavement vacuum/sweeper (or other machines) on routes around the village clearing pavements and picking up litter on a rotation basis and completion of required contracts (training will be provided).

Carry out equipment checks and preparation prior to use and ensure any items of equipment are cleaned and stored securely at the end of the day, perform routine maintenance on the machines ensuring the necessary services and replacement parts are arranged.

Ensure stocks of consumables are available and re-ordered via the Clerk regularly.

Report any problems or areas or concerns around the village to the Clerk.

### Requirements for the Position

A local knowledge of the area would be an advantage. Training will be provided for the pavement sweeping machine and any mechanical tools required of the job.

Hard working person willing to turn out in all weather.

Reliable and trustworthy with a friendly personality.

Driving license and own transport to get around the different areas of work in the village, mileage allowance available.

### Notes

References will be sought prior to completion of probationary period.

## **DUTIES AROUND THE VILLAGE**

Village	Pick litter from all around the village Trim/cut/clear overhanging branches, leaf clearing Cut back encroaching grass from pavements
Equipment / machines SPID, Defibrillators, Pavement, hand held powered machines, any other	Use machines around the village on routes covering all the estate and main roads. Clean and carry out general day to day maintenance of the machine, parts, cleaning and proper storage.
Greenside Pavilion	Caretaker the facility (security, repairs, renewals) Paint walls annually, paint woodwork when necessary Initiate minor repairs, Change bulbs when necessary Graffiti clearing, Clean signs when necessary, supplies, Undertake small/medium projects/upgrades Clean (mop floors, toilets, sinks, benches, showers) Report any problems/damage/vandalism
Greenside Football Pitches, Bowling Green Multi Use games area	Pick litter clear away any fly tipping Check grass is cut regularly, or carry out requested cuts Be on hand for repair men visits/deliveries Check maintenance of pitches is being carried out Check furniture/equipment for damage/vandalism Inspect boundaries, clean signage Report any problems
Millennium Green	Pick litter clear away any fly tipping Check grass is cut regularly, check doggy bag dispenser Be on hand for contractor visits if necessary/or deliveries Check maintenance is being carried out Inspect boundaries/fencing, clean signage Check or fit furniture/areas for damage/vandalism Initiate repairs or report for repair to be carried out New projects (eg bulb planting, bedding plants etc) Clearing areas and pond maintenance Report any problems
Balshaw Villa Gardens	Pick litter, clear away any fly tipping Check doggy bag dispenser Report any problems
Other Council Owned Land	Pick litter clear away any fly tipping Check grass is cut regularly, Check doggy bag dispenser Report any problems
Additional	Trips to the tip if necessary, Keep ginnels clear When required cut overgrown hedges/brambles, PROW works, take on any new areas of responsibility or projects Report any problems or necessary repairs Checks on doggy bag dispensers, SPIDS, Defibs Gardening projects

Given the nature of the position, further tasks may be added from time to time.



## **PLAYGROUND DUTIES**

Balshaw Lane Play Area	Pick up litter and check bark for glass etc Clean equipment where needed
Greenside Play Area/Garden	Re-distribute bark around equipment Inspect all equipment for damage/safety
Primrose Hill Play Area	Inspect boundary/fences for damage/safety Report any problems/damage/vandalism
Southport Road Shelter	Carry out minor repairs, replacement items or emergency shut down/taping off if necessary
Southport Road Skate Park	Keep record of visits/reports to play areas on timesheet

## **SPECIFIC CHECKS**

Check the SPID sites around the village x 7	They are working If batteries may need charging They are clean/clear Report any problems
Defibrillator sites around the village x 7	They are working/present and that checks being completed and logged with The Circuit If batteries/pads working/replacing They are clean/clear Report any problems
Doggy bag dispensers x 7	Stocks are sufficient of bags Sites are kept stocked State of the dispensers/signage on them Report any problems

Other projects or seasonal tasks through the year which you will be involved in:

Flower displays - erecting or delivering items, watering, maintenance

Christmas - tree, lights, inspections and maintenance

Pond maintenance projects on the Millennium Green

Noticeboards - erection or maintenance and occasional filling

War memorial - tending, cleaning, repairing

Shop contracts x 2 – litter, sweeping, clearing

Euxton PC Community centre garden/surrounds contract

Given the nature of the position, further tasks may be added from time to time

