



## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Litter Picker</b>
<b>PLACE OF WORK:</b>	<b>Martock</b>
<b>SPINE POINT:</b>	<b>SCP Range 1-4 (£10.53 - £11.01)</b>
<b>HOURS OF WORK:</b>	<b>16 hours per week including weekends</b>
<b>REPORTS TO:</b>	<b>Operations Manager</b>

### **A Main Purpose of the Job**

The purpose of this post is to support the Parish Council by keeping the parish clean and tidy by the regular removal of litter, in accordance with the relevant legislation and with specific emphasis on Health and Safety.

### **B Areas of Day-to-Day responsibility**

- Carry out litter picking within the town as directed by the Operations Manager
- Supporting the Operations Manager to maintain all Council owned sites to a high standard
- Support the Operations Manager/Caretaker to undertake any other tasks as and when required

### **Summary of Responsibilities and Duties of the Job**

1. To carry out various tasks relating to the job i.e. litter picking, sweeping, clearing faeces and litter bin emptying.
2. To ensure footpaths and other hard surfaces are in a clean condition free of debris.
3. To carry out the removal of hazardous waste from public areas such as clinical/sharps as trained to do so.
4. To report any signs of graffiti at public spaces and street furniture or fly tipping etc. that requires removal.
5. To use the correct equipment for all tasks in a safe manner wearing any necessary personal protective equipment including a Hi-Vis at all times.
6. Ensure that compliance to the relevant health & safety regulations are maintained by one-self and colleagues and bring to the attention of management any deviance.
7. To complete all scheduled tasks with reasonable timeframes in an efficient and professional manner.
8. To work with colleagues to ensure high standards of maintenance are provided to areas under the Council's areas of responsibility.

This list is neither exclusive nor exhaustive, as there may be other duties and requirements associated with the post, and as such you may be required to undertake unspecified other duties and/or hours of work as may reasonably be required of you.

## **D Other information**

### **External and Internal Contacts**

Councillors, customers, contractors, suppliers, members of staff and partner agencies.  
Face to face, telephone, written and electronic communication.

### **Working Environment**

The Council operates a Smoke-free policy and the postholder is prohibited from smoking in any of the Council's buildings

All staff must commit to Equal Opportunities and Anti-Discriminatory Practices.

### **Health and Safety at Work**

Martock Parish Council's Policy, and all relevant Health and Safety at Work Instructions are to be considered as part of this job description.

### **Data Protection Act 2018**

All employees who are involved in the processing or handling of computer data have an obligation to comply with the terms of the Data Protection Act 2018 and the Council's Data Protection Policy.

### **Council Policies**

The post-holder is expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures.

### **Performance Management**

You will be given an annual appraisal and six-monthly review that will form the basis of your Personal Development Plan and be linked to the Council's objectives. You will also receive one to one meetings with your line manager.

### **Contact to Apply**

For an informal discussion please contact the Market House on 01935 821899 or email [operations@martock-pc.gov.uk](mailto:operations@martock-pc.gov.uk). Application forms are available on our website [www.martock-pc.gov.uk](http://www.martock-pc.gov.uk)  
Closing date 10th July 2023 or earlier subject to suitable candidate appointed prior to closing.