

## **TUPTON PARISH COUNCIL**

### **Community Support Employee Job Description**

The Council Community Support employee will be responsible for a variety of duties in the Parish including the following:

1. Inspection and maintenance of all Council owned play areas, including sweeping and cleaning as required.
2. Inspection and maintenance of Community Garden, to include sweeping and cleaning/clearing of rubbish from the area.
3. Assistance with the maintenance of the exterior of the Village Hall, to include maintenance of all walk ways, grass cutting and window cleaning (including Noticeboard) as directed by the Clerk to the Council.
4. Raising and lowering of flag as directed by the Clerk to the Council and in accordance with agreed schedule.
5. Providing cover for the Council's Street Sweeper / Handyman during periods of holiday or sickness, to including emptying of bins, collection of rubbish to include removal of dog waste from all public areas of the Parish.
6. To provide assistance with winter maintenance activities including clearance of footways either by hand or utilizing the Council's snow blower and subsequent salting of areas.
7. To assist with the filling of grit bins.
8. To assist with the delivery and circulation of the Parish Community Magazine.
9. Other duties as appropriate to position

July 2019