



GORING-ON-THAMES PARISH COUNCIL

Job Title: Litter-Picker

Job Purpose: 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.

Responsible to: Parish Clerk, Assistant Clerk Property for day to day issues.

Principal Duties and Responsibilities:

1. To remove and collect litter from areas identified on the Schedule and/or from further areas as identified from time to time.
2. To complete a weekly work log provided by the Council for monitoring purposes, recording accurately the hours worked.
3. To identify and record on the work logs the main areas of litter pollution and any graffiti and/or vandalism within the village by visual inspection.
4. To communicate with the public and work colleagues in a courteous, respectful and appropriate manner in order to maintain good relationships.
5. To report to the Assistant Clerk for Property any Health and Safety issues observed whilst undertaking the role.
6. To undertake any training deemed necessary.
7. To complete any other related or emergency duties as directed by the Parish Clerk in line with the responsibility of all employees to provide a service to the public. The hours of work will be up to 12 hours per month, worked flexibly to accommodate the needs of the service.

Other duties:

To undertake additional duties as required, commensurate with the level of responsibility of the post.

Note:

This job description outlines the main duties and responsibilities of the position of clerk at the date written. It is prepared for the benefit of both the post holder and the council in understanding the prime functions of the post as currently defined. It should not be regarded as exclusive or exhaustive as there may be other duties and responsibilities created by legislation or taken on by the council in response to the changing needs of the village.