**Job Title:** Litter Picker / Village Maintenance Operative

**Location:** Holton le Clay

**Job Type:** Part-Time (as per contract)

**Reports To:** Parish Clerk

**Job Overview:**

We are seeking a dedicated and responsible Village Maintenance Operative / Litter Picker to ensure a clean, safe, and well-maintained environment throughout Holton le Clay. This role involves a variety of outdoor maintenance tasks that contribute to the upkeep and appearance of public spaces, including parks, roadsides, and communal areas. The ideal candidate will be attentive to detail, able to work independently, and committed to the community’s cleanliness and safety.

**Key Responsibilities:**

1. **Litter Picking and Waste Management:**
	* Collect and dispose of litter from public areas, including pavements, parks, A16 War Memorial and the cemetery.
	* Empty bins belonging to the parish council regularly and replace liners as needed.
2. **Dog Fouling Clearance:**
	* Safely remove and dispose of dog fouling where necessary.
3. **Cleaning and Maintenance of Roadside Assets:**
	* Clean road signs to ensure visibility and safety for all road users, where it is safe to do so.
	* Remove graffiti from public property.
4. **Vegetation Control:**
	* Prune small overhanging branches and clear any vegetation obstructing pathways or signage.
	* Conduct minor weeding of paths, verges, and public areas to maintain a tidy appearance.
	* Perform verge edging where necessary to maintain clean, well-defined pathways.
5. **Salt Spreading:**
	* In cold weather, spread salt at the village hall to ensure pedestrian safety and reduce slip hazards.
6. **Reporting and Documentation:**
	* Identify and report any highways faults or maintenance issues and fly tipping to the Parish Clerk, with photographic evidence where applicable.
	* Maintain records of completed tasks and report any incidents encountered during the shift.
7. **Routine and Ad Hoc Cleaning Tasks:**
	* Follow a rolling program for washing benches and cleaning play equipment in parks, public areas, cemetery and war memorial. Noticeboards to be cleaned when necessary.
	* Assist with other maintenance tasks as agreed with the Parish Clerk on an ad hoc basis.
8. **Cart Maintenance and Supplies:**
	* Ensure the litter cart is stocked with all necessary equipment and supplies, such as bin liners, cleaning tools, and safety gear. Keep storage container clean and secure.

**Requirements:**

* Ability to work independently and responsibly.
* Comfortable with outdoor work in varying weather conditions.
* Physically capable of walking for extended periods and performing manual labour tasks.
* Attention to detail with a proactive attitude towards cleanliness and maintenance.
* Ability to communicate effectively and provide clear, photographic reports of maintenance issues such as pot holes and fly tipping.
* Basic understanding of health and safety procedures.

**Desirable Skills:**

* Previous experience in outdoor maintenance, cleaning, or a similar role.
* Familiarity with basic gardening and landscaping tasks.
* Knowledge of road safety practices.
* Comfortable working alone.

**Other Information:**

* **Schedule:** Monday, Wednesday and Friday 9.30am to 12.30pm and extra hours to be agreed as needed.
* **Equipment:** All required equipment and materials including PPE, safety boots etc will be provided and maintained by Holton le Clay Parish Council.

Join our team and play a vital role in maintaining Holton le Clay as a welcoming, safe, and pleasant community for all residents and visitors