



## **JOB DESCRIPTION FOR THE GROUNDS KEEPER**

Employed by Botley North Hinksey Parish Council and reporting to the Clerk, it is the responsibility of the Grounds Keeper to ensure the Louie Memorial Playing Fields are clean safe and useable. The playing fields are a community resource held in trust by the Parish Council.

You will be happy working alone, in all weathers, and enjoy working outdoors. At times the role is physically demanding and will include lifting and carrying heavy equipment. You should be interested in grounds maintenance or willing to learn. Necessary training will be provided. The hours average six per week, but this is under review.

### **Duties include:**

- Line marking the adult (white) and child (blue) size football pitches at least fortnightly.
- Completing weekly Safety Checks of the Play Equipment on the Upper and Lower Playing Fields, completing the RoSPA report form and returning it to the Parish Clerk. Any Health and Safety issues to be reported immediately
- Removing any graffiti on play equipment or picnic benches.
- Report any graffiti noticed on the exterior of the Pavilion and to the Clerk who will notify the Trust
- Weekly, monthly and annual maintenance checks on the defibrillator cabinet
- Cleaning the MUGA and Children's Shelter area to remove litter etc. and the general maintenance of the Trim Trail equipment
- Cleaning Personal Gates as necessary
- Checking the security of the former Scout Hut monthly
- General litter picking across both Upper and Lower Fields as necessary,.
- Checking for Sharps and broken glass and disposing of these safely.
- Once a month litter pick of the North Hinksey Nature Reserve and the North Hinksey Village Green
- Clean out Lime Road Bus Shelter once per week



# **Botley & North Hinksey Parish Council**

## **BNHPC**



- Ensuring safety of paths, salting and clearing mud as necessary, to prevent slips and falls.
- Monitoring paths through the Copse and report to the Clerk any damaged trees or potential tree falls.
- Walking the boundaries to check for any tree damage or encroachment onto boundary properties and report to the Clerk.
- Taking care of groundskeeping supplies tools and inventory, this includes ordering supplies when necessary.
- Other reasonable, occasional duties pertaining to Louie Memorial Playing Fields as requested by the Parish Council

**Please contact the Parish Clerk by email at [clerk@botleynorthhinksey-pc.gov.uk](mailto:clerk@botleynorthhinksey-pc.gov.uk) or call them on 07785775996 if you would like to ask any questions, or if you would like to apply for the position.**