



Clipstone Parish Council

WE ARE LOOKING TO RECRUIT A PARISH WORKER

Your tasks will be:

- To maintain the communal areas of the Village owned or managed by the Parish Council to the highest standard.
- To open and close the Cemetery in accordance with published opening times.
- To liaise and provide general support to families using the Cemetery
- To ensure security and safety of all council buildings at all times including carrying out regular health and safety checks and documenting these.
- To ensure Village Hall is prepared for use by all groups and cleaned afterwards where necessary
- To liaise and work as part of the team of Parish Workers to ensure cover and continuity of service.
- To liaise with the Parish Clerk regarding cover and issues in the Village.
- To ensure that the Village Hall and other Parish buildings are kept tidy and free from litter and hazards, including car parking areas, footpaths, dustbin areas, and all internal communal areas.
- Litter picking throughout the village
- To carry out repairs and maintenance

The pay will be £9.08 per hour for 16 hours per week.

You must be

- Collaborative worker and team player
- Willing and able to work flexible hours to ensure Council buildings are opened and closed to users and visitors.
- Able to take initiative within Council policies to deal with identified problems with the condition and repair of Council buildings and land.
- demonstrating good customer care skills to promote the work of the Parish Council in a positive way.
- Able to display sympathy and understanding when dealing with families and friends of the bereaved.
- Demonstrating basic literacy skills to complete and understand essential documentation.
- Possess valid full driving licence.
- Be able to work under minimal supervision.

The closing date for this position is Sunday 23 May 2021.

Application forms are available by e-mail from :clerk@clipstoneparishcouncil.org, or can be downloaded from the council website: <https://clipstoneparishcouncil.org/>

Applications by CV or letter will only be considered if accompanied by a completed application form.

B Boyer

Clerk to Clipstone Parish Council 01623-626857