

JOB DESCRIPTION

JOB TITLE:	Relief Grounds Person
GRADE:	NJC Spinal Column Point 9
BASED AT:	Hadley Cemetery, or as directed
RESPONSIBLE TO:	Cemetery Manager (Line Manager) or Clerk to the Council, as appropriate
HOURS:	Casual as required

JOB PURPOSE AND ROLE

To carry out grounds maintenance duties at Hadley Cemetery as required.

DUTIES AND RESPONSIBILITIES

1. Undertake grounds maintenance and associated duties in the cemetery including but not limited to:
 - i. grass-cutting and other grounds and gardens maintenance duties to specified standards;
 - ii. use of ride-on mower and petrol-engined cutting/trimming equipment;
 - iii. use of spray equipment as appropriate;
 - iv. use of pedestrian-controlled plant and machinery; and
 - v. use of hand-held equipment and hand tools.
2. Undertake litter picking within the Cemetery. Sweep hard surface areas by hand as and when required, to remove glass and other extraneous material.
3. Undertake basic miscellaneous repairs as directed.
4. To note complaints from members of the public and report them to the Cemetery Manager or Clerk as appropriate.
5. To communicate with members of the public, funeral directors, monumental masons, contractors, and other visitors to the Cemetery.
6. To assist with the conduct of burials and interment of cremated remains as required, including assisting contractors to prepare graves or with the management of the interment process itself, including supervision of back-filling of graves by mourners to ensure safety of staff and mourners.
7. Preparing graves for interment of cremated or other remains by hand to specified standards as required.
8. To monitor the general condition of the Cemetery, including memorials, to ensure that risks are identified and managed and that any risks to visitors to the Cemetery are controlled to an acceptable level.

9. To monitor and control access to the Cemetery and the security of Cemetery buildings and equipment as appropriate.

GENERAL REQUIREMENTS

Data Protection and Confidentiality

- During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984
- To treat appropriate discussions and information received during the course of the job as confidential
- During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Hadley and Leegomery Parish Council. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Training

- Be prepared to attend relevant training courses and meetings as required.

Health and Safety

- Observe and comply with Health and Safety Regulations applicable to the job including Manual Handling Regulations, COSHH etc.

General

- To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Equality Act 2010.
- To identify opportunities for efficiencies and improvements in the running of the Council services at all levels.
- To identify opportunities for marketing and promoting the work of the Parish Council and participate in activities to promote and facilitate community understanding of the Council's role.
- To act in accordance with the Council's Standing Orders and Code of Conduct and to comply with and support all Council policies including Equal Opportunities, Data Protection and other relevant legislation.