

Job Description

SERVICE DELIVERY GENERAL ASSISTANT

Hours:	37 hours per week variable as required over 7days.
NJC scale:	NJC 7-9
Responsible to:	Service Delivery Manager & Assistant Service Delivery Manager.
Purpose of job:	To maintain all Town Council grounds to a high standard, including Churchtown Cemetery and St Stephens Churchyard. To Maintain the Town Council Premises / Buildings to a high Standard. To undertake the Town Centre Cleaning Rounds. To undertake evening and weekend shifts as specified in the Service Delivery General Assistants rota.
Place of Work:	Your normal place of work is Longstone Depot, Glebe Avenue, Saltash. However, you may be required to work at any of our other locations within Saltash, now or in the future, depending upon business needs.

TASKS.

1. To maintain the annual floral bedding displays and Hanging Baskets throughout the Town Centre and Waterside – planting, dead heading, restock if required, weeding and irrigation.
2. To deliver a routine and seasonal grounds maintenance and horticultural services for the Town Council - grass areas, shrubs and borders, hedges and hard surfaces.
3. Maintain Public Rights of Way – pruning back of hedges and undergrowth and clearance of detritus as specified.
4. To undertake cultural weed removal from specified areas – lawns, borders and hard surfaces.
5. To undertake Weekly Safety Inspections of play area equipment to RoSPA specified criteria.
6. To assist with Hard and/or soft Landscaping projects on occasion.
7. To maintain clear and safe pedestrian access to all STC buildings, land and facilities in adverse weather conditions (e.g. clearing snow, gritting etc.)
8. To undertake cleaning as directed of all grounds, property and facilities including emptying bins, public toilets and placing refuse out for collection.
9. Supervise Funerals at Churchtown Cemetery where qualified as required.
10. To drive, operate and maintain vehicles and machinery where qualified as required.
11. To assist with town events as required.
12. To provide absence cover for staff and provide relief cover for staff at all STC sites, grounds or premises as required.
13. To undertake works, maintenance and repairs as may be required to council property, land and equipment.
14. To undertake handypersons duties and repairs as directed by the Line Manager to council property and equipment

15. To be responsible for security of premises, including safe custody of keys and setting of security alarm.
16. To monitor and report stock levels of consumable items such as fuel, grit, toiletries, light bulbs/tubes and arrange to replenish supplies in accordance with current procedures and COSHH regulations.
17. To report emergencies in the case of faults with gas, electric and water supply to a Line Manger or where not immediately available the Senior Member of Staff or regular contractors.
18. To liaise with personnel visiting any site such as service providers/contractors and ensure their health and safety compliance.
19. To ensure that the Council's Health and Safety/Maintenance inspections and records and Risk Assessments are recorded and maintained for all buildings, land and services.
20. To practice and ensure compliance by yourself and others of all Health and Safety Regulations Codes of Practice when on or working on STC premises, facilities or land.
21. To ensure all lift and plant equipment is efficiently and effectively operated and maintained.
22. To observe safe working practices in carrying out required duties and ensure that instructions specified by technical consultants, contractors and manufacturers are adhered to.
23. To report any faults with gas, electric and water supplies to your line manager.
24. To undertake training in line with the Health and Safety at Work Act 1974 and any other training as considered appropriate.
25. To operate in accordance with the diverse needs of the community to ensure equal access to service.
26. To work in accordance with the Town Council's policies and procedures.
27. This document, whilst outlining the duties which it is anticipated will be undertaken by the post holder, indicates mainly the level of responsibility. It is not a comprehensive and exhaustive list, and the duties may be varied at time to time by the Council.
28. Saltash Town Council has an ongoing commitment to the development of its staff. To facilitate this, staff will be encouraged to update their skills and competencies as and when required.