

JOB DESCRIPTION

Job Title:	Litter Picker
Job Purpose:	To keep the Parish clean, tidy and free from litter.
Salary:	National Living Wage
Working Hours:	30 hours per month
Responsible to:	The Clerk to the Council

Principal Duties and Responsibilities:

To remove and collect litter from those areas in Woodcote Village as agreed by the Council and/or from further areas as identified from time to time.

To dispose of litter collected in accordance with Council policy and health and safety regulations.

To check and replenish dog waste bag dispensers.

To identify and report any fly tipping, graffiti, damage or vandalism either to the Parish Clerk or the relevant authority. Any urgent issues to be reported without delay.

To communicate with the public, councillors and work colleagues in a courteous, respectful and appropriate manner.

To complete all scheduled tasks within a reasonable timeframe and in an efficient and professional manner.

Health and Safety:

To comply with the relevant health & safety regulations and responsibilities as set out in the Health and Safety at Work Act 1974.

To operate within the Council's adopted Health & Safety Policy.

To correctly use equipment for all tasks undertaken in a safe manner wearing any necessary personal protective equipment, including Hi-Vis clothing.

To report all breaches of health & safety, accidents and incidents to the Parish Clerk.

Other Duties and Responsibilities:

To assist with any other tasks or duties that may be required, which are commensurate with the level of responsibility of the post.

At all times to operate within the Council's policies & procedures.

To prioritise own workload, exercising independence, judgement and initiative as required.

To participate and engage with the annual appraisal process.