



WILLAND PARISH COUNCIL

Clerk to Parish Council Mrs Debbie Bird, 16 Tudor Grove,
Cullompton, Devon EX15 1XG. Tel: 07920014407
Email: clerk@willand-pc.org.uk

Job Description – Willand Parish Council Litter Picker

Job Title:	Willand Parish Council Litter Picker
Salary:	SCP 5
Working Hours:	Hours to be agreed
Base:	Working outside around the Village from home base
Responsible To:	Willand Parish Council. Line management delegated to the Parish Clerk

Job Purpose

To keep the Parish clean, tidy and free from litter.

To carry out a weekly visual inspection of all Parish Council play and fitness equipment and play area surfaces.

Duties and Responsibilities

- To remove and collect litter from those areas in Willand 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 identify and report any flytipping, graffiti, damage or vandalism either to the Parish Clerk or the relevant authority. Any urgent issues to be reported without delay.
- To carry out weekly visual inspections of all Parish Council play and fitness equipment and play area surfaces and complete the checklist provided. Checklists to be sent to the Parish Clerk monthly.
- Any issues noted on the above inspections that the Litter Picker deems to be urgent or high risk to be advised to the Parish Clerk as soon as possible so that appropriate action may be taken 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:

- 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.
- Attend such courses, seminars conferences or other forums of educational training as may be required to assist with the duties of the post.
- To participate and engage with the annual appraisal process.