



JOB DESCRIPTION

JOB TITLE:	Litter Picker
PLACE OF WORK:	Polegate
SPINE POINT:	SCP Range 5 - 7 (£12.85 - £13.26 per hour plus NEST Pension)
HOURS OF WORK:	Part time – 20 hours a week
REPORTS TO:	Facilities Manager
SUPERVISORY RESPONSIBILITIES:	None

A Main Purpose of the Job

To keep the town tidy and free from litter and assist the office with any other tasks that may be required.

B Areas of Day-to-Day responsibility

- Carry out litter picking on the Council owned sites
- Reporting litter on other public sites
- Support the Maintenance Officer with his tasks

C Summary of Responsibilities and Duties of the Job

1. To carry out various tasks relating to keeping council owned land clean i.e. litter picking, sweeping, clearing faeces, removal of dead animals, clearance of bulk items and litter bin emptying.
2. To carry out the removal of hazardous waste from Council owned land such as clinical/sharps as trained to do so.
3. To report any signs of graffiti at public spaces and street furniture or fly tipping etc. that requires removal to Wealden District Council.
4. To use the correct equipment for all tasks in a safe manner wearing any necessary personal protective equipment including Hi-Vis items of clothing at all times.
5. Ensure that compliance to the relevant health & safety regulations are maintained by one-self and colleagues and bring to the attention of management any deviance.
6. To attend and contribute to staff meetings.
7. To complete all scheduled tasks with reasonable timeframes in an efficient and professional manner.

8. To work with colleagues to ensure high standards of maintenance are provided to areas under the Council's areas of responsibility.
9. To maintain a weekly record of areas covered, cleaning carried out and problem areas found
10. To carry out daily health and safety inspections of the Skatepark and equipment in the children's play areas and recreation grounds and to record same. Clear litter from these areas as and when necessary
11. To keep the Council's pavilion and toilets in a clean and tidy condition, and to clean and tidy after all Cricket and Football matches and report any issues to the Facilities Manager
12. To carry out any other tasks that may be required by the Facilities Manager – this may include:
 - Deliveries of council papers to councillors
 - Updating the various notice boards around the town
 - Occasional weeding of council floral displays
 - Assisting with general maintenance tasks

This list is neither exclusive nor exhaustive, as there may be other duties and requirements associated with the post, and as such you may be required to undertake unspecified other duties and/or hours of work as may reasonably be required of you. You may also be required to litter pick on sponsored land.

D Other information

External and Internal Contacts

Councillors, customers, contractors, suppliers, members of staff and partner agencies.
Face to face, telephone, written and electronic communication.

Working Environment

Mainly outdoor based.

The Council operates a Smoke-free policy and the postholder is prohibited from smoking in any of the Council's buildings

All staff must commit to Equal Opportunities and Anti-Discriminatory Practices.

Health and Safety at Work

Polegate Town Council's Policy, and all relevant Health and Safety at Work Instructions are to be considered as part of this job description.

Data Protection Act 2018

All employees who are involved in the processing or handling of computer data have an obligation to comply with the terms of the Data Protection Act 2018 and the Council's Data Protection Policy.

Council Policies

The post-holder is expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures including the Council's Grievance and Disciplinary Policies.

Performance Management

You will be given an annual appraisal and six-monthly review that will form the basis of your Personal Development Plan and be linked to the Council's objectives. You will also receive collaborative one to one meeting on a regular basis with your line manager.

LITTER PICKER

PERSON SPECIFICATION

	Essential Attributes	Desirable Attributes
Educational Qualifications	Commitment to further professional development where required. Good level of literacy and numeracy. Reports to Facilities Manager.	
Communication Skills	Good oral communication skills. Ability to remain calm and act diplomatically when coming into contact with the public.	Good written communication skills
Knowledge and Experience		Experience or understanding of street cleaning.
Skills	Ability to work in a team or alone for long periods, organise own workload effectively, prioritising tasks and making informed decisions to deliver results. Ability to undertake different tasks in various locations from day-to-day.	An ability to work under pressure with changing priorities and timescales.
Information Technology	IT literate with experience and practical ICT skills.	
Other	A flexible approach to working and the ability to respond at short notice to a wide variety of tasks. Ability to work outdoors in all weathers. Energy, enthusiasm and motivation. Forward thinking and proactive. UK Driving Licence & business insurance. Use of own vehicle for travelling between sites and carrying rubbish bags.	