



JOB DESCRIPTION

**DESIGNATION
OF POST:**

Park Warden

**GRADE:
EVALUATION**

£8.64 plus 12.07% holiday pay (NJC pay award 01/04/19 £9.20)

DATE:

1st April 2020

RESPONSIBLE TO:

Supervisor - John Coles Park
Head of Environmental Services

1. **OVERALL PURPOSE OF THE JOB**

To carry out duties relating to the operation, security and cleanliness of John Coles Park, or other sites as directed.

2. **KEY TASKS**

- 2.1 To be rostered with other Wardens to open and close all gateways to John Coles Park at specified times, including weekends and public holidays.
- 2.2 Assists as directed in the clearance of litter and other debris from John Coles Park to meet defined standards, and cleans the toilets on a daily basis.
- 2.3 Assists as directed the Clubs and Societies which use the John Coles Park to obtain enjoyment of the facilities by safe use of them
- 2.4 While rostered on makes regular patrols as specified through the John Coles Park reporting any misuse of equipment or facilities to the Assistant Supervisor (Co-ordination & Projects).
- 2.5 Assists as directed with the correct enforcement of John Coles Park bye laws at all times, ensuring the users act in accordance with the policies of the Town Council.
- 2.6 Assists as directed with the supervision of the annual Fun Day in John Coles Park.
- 2.7 Assists as directed with any record keeping requested in connection with the operation of John Coles Park.
- 2.8 Assists as directed with the summer and winter maintenance programme of sites and buildings within the control of the Town Council.

- 2.9 Assists if directed with security duties relating to the Town and Neeld Halls, including in particular functions held at these venues
- 2.10 Assists if directed with security duties relating to the London Road Cemetery, including in particular the opening and closing of the Cemetery as specified times.

3. SPECIAL CONDITIONS OF SERVICE/POST

- i. To undertake the duties of Park Warden in John Coles Park on a rota basis to include some weekends and Public Holidays.
- ii. To be a primary key holder and on the list for emergency call outs.
- iii. To undertake comparable duties at any other site operated by the Town Council to include some weekends and Bank Holidays if required.
- iv. To undertake security duties at the Town and Neeld Halls to include some weekends and Bank Holidays if required.

4. CONTACTS

- i. All employees of the Town Council and members of the Management Team.
- ii. Members of the Public.
- iii. Contractors and suppliers of materials to the Town Council.

5. HEALTH AND SAFETY

- (i) The post holder must take reasonable care for the health and safety of themselves and any other persons who may be affected by their work and report any hazardous condition or practice which may cause injury to people or property.
- (ii) To co-operate with the Town Council to help ensure that all statutory provisions and regulations are complied with including the Health and Safety and CoSHH.

6. OTHER DUTIES

The post holder will undertake any other duties required by the management of the Town Council which are applicable to the grading/nature of the post and which do not change the general character of the duties or the level of responsibility entailed.