



Glastonbury Town Council

JOB DESCRIPTION

Caretaker and Warden Team Leader/Supervisor

JOB OUTLINE

Under the direction of the Town Clerk, and in accordance with the practices and procedures of the Town Council, the Team Leader/Supervisor will be responsible for supervising the caretakers and wardens:

- a) Ensuring the cemetery grass, hedges and shrubs are regularly cut and that the cemetery remains in a tidy, presentable place as necessary
- b) Ensuring the numerous events and activities taking place in the various locations managed by the Town Council are delivered effectively.
- c) Managing the cleaning and maintenance of the numerous locations owned and managed by the Town Council, including various toilet facilities, Town Hall, St Edmunds Hall, Loverside Allotments etc.
- d) Ensuring the regular testing and recording of alarm systems at appropriate sites
- e) Overseeing the cleanliness of the Town Centre, including the management of weeds using the Foamstream method of control.
- f) To oversee the effective maintenance and watering of Bloom exhibits and other floral displays as required.
- g) Oversee the effective maintenance of footpaths, play areas and land owned or managed by the Town Council, including Herbies Field, Fishers Hill recreation area and Jubilee Park.
- h) Cleaning and general maintenance of signage to include cleaning, repair or replacement as required.
- i) To effectively manage St Dunstan's car park ensuring the ticket machines are working and maintained.
- j) To oversee the payment of the appropriate fees for the use of the car park and that coach drivers respect the drop off and collection of passengers only.
- k) Building repairs of a minor nature
- l) To involve with the annual Frost Fayre and ensure the stalls and exhibits are managed appropriately.
- m) To manage the use of overtime and oversee the reduction in accordance with the Town Clerk
- n) Other duties at the direction of the Town Clerk.

1. HOURS OF WORK

The contractual 37 hours will normally be worked from Monday to Friday. However, it must be clearly understood, it will be necessary on occasions to work at weekends and evenings with prior arrangement.

3. OVERTIME

The Town Council policy is that a Caretaker is present whenever the Town Hall is being used. Therefore it will be necessary for occasional overtime working as required. Part of the responsibilities of the role is to ensure the adequate cover of the facilities by responsible staff when in use. When such overtime is needed, reasonable effort will be made to give advance notice, although it must be understood that on occasions it may be necessary at short notice.

In accordance with the National Conditions of Service, overtime will be compensated as follows:-

During normal hours ie 8am – 5pm	-	plain time
At other times Mon – Sat	-	Time and one half
Sunday	-	Double time
Bank Holidays	-	Double time plus time off in lieu

4. ANNUAL LEAVE

You are entitled, in addition to the normal bank and public holidays, to twenty working days' leave in each leave year. The leave year runs from 1st April to 31st March.