

SEVENOAKS TOWN COUNCIL JOB DESCRIPTION

Position: **Apprentice Open Spaces Gardener**

Line Manager: **Open Spaces & Cemetery Manager**

Date of Preparation: **April 2014**

Open Spaces duties to include:-

- Assist with regular maintenance of all the Town Council's areas of responsibility which include Vine Gardens, Upper High Street Gardens, War Memorial area, Greatness Park Cemetery, St Johns Clinic borders, Community Centre grounds, ornamental flower bowls and horse troughs
- Assist with Grass cutting and replanting of flower bowls, borders etc.
- Assist with maintenance of St Nicholas' closed churchyard and other external works
- Assist with woodland maintenance
- Assist with sports grounds maintenance
- Assist with equipment maintenance
- Assist with routine maintenance of Council property
- Empty litter bins

Occasional duties at Cemetery to include:-

- Assist with Grave digging
- Assist with Grass cutting/strimming
- Assist with Maintenance of Cemetery grounds to required standards
- Assist with cleaning chapel/office/shower and public toilets within Cemetery grounds

To carry out other duties as may be required from time to time by the Town Clerk or the Open Spaces & Cemetery Manager.

Precis of Terms and Conditions

Full time, 37 hours per week

Salary £150 per week

Training and time off paid for [normally 1 day per week, during term time]

Employer contribution pension

21 days paid holiday rising to 25 after 5 years