

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Country Parks Caretaker	JEID	G0102
Salary Grade:	Grade A		
Team:	Country Parks, Green Spaces		
Service Area:	Infrastructure & Sustainable Communities		
Primary Location:	Burton Dassett Hills Country Park, Southam, Warwickshire CV47 2AB/ Hartshill Hayes Country Park, 155 Oldbury Road, Nuneaton CV10 0TH / Kingsbury Water Park, Bodymoor Heath Lane, Kingsbury, B76 0DY / Pooley Country Park, Pooley Lane, Polesworth, Tamworth B78 1JA / Ryton Pools Country Park, Ryton Road, Ryton-on-Dunsmore, Coventry CV8 3BH		
Political Restriction	This position is not politically restricted.		
Responsible to:	Senior Ranger		
Responsible for:	N/A		

Role Purpose

To open/close the site and maintain site facilities to a specific standard of cleanliness.

Role Responsibilities

- To unlock/lock the toilets in the mornings/evenings in accordance with the specified times as instructed
- To clean toilets to satisfactory standards as required
- To ensure full compliance with COSHH regulations to include correct dilution rates and usage according to manufacturer's instructions.
- To empty bins (litter and dog waste) around the site and litter pick as applicable
- To ensure all cars are displaying valid tickets or permits and to apply excess charge notices if cars are not displaying tickets or permits (if applicable) and empty pay machines & record details.
- To bailiff the fishery (if applicable)
- To lock/unlock gates or barriers (as required)
- To assist the rangers with any other duties as required which may include practical work
- To provide this role at other local sites as directed, if required

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).



Essential Criteria

Assessed By:

Comfortable with lone working and working outdoors in all weathers	A I
Flexible with regard to working hours (able to cover varied opening/closing times)	A I
Self motivating & working on own initiative	A I
Able to physically undertake the full range of duties including manual handling	A I
Excellent time keeping	A I
Mobility essential. Disabled applicants should be able to perform the job with aid, where necessary.	A I
Experience of working with the public and/or front facing customer service	A I
Cash handling, emptying pay machines	A I
Full driving licence - be able to drive and have driving licence	A I, D

Desirable Criteria

Assessed By:

Previous experience of cleaning/caretaking	A I
Health and Safety knowledge inc. COSHH	A I
Previous parking attendant	A I
Ability to deal with conflict situations	A I

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore

not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.	
<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input checked="" type="checkbox"/> Rotating shift work	<input checked="" type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input checked="" type="checkbox"/> Regular work outdoors
<input type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input checked="" type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input checked="" type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input checked="" type="checkbox"/> Work with waste, refuse
<input checked="" type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	