



The Queen's Hall
High Street
Cuckfield
West Sussex
RH17 5EL

01444 451610
01444 454276

Job Title: Full-time Grounds Person

Responsible to: Cuckfield Parish Council

JOB PURPOSE

To undertake general maintenance as required by the Parish Council to maintain the present standards in Cuckfield Cemetery, and weekly grass mowing at Horsefield Green.

The applicant will be expected to undertake other general maintenance duties within the parish as directed by the Council.

MAIN FUNCTIONS

1. To maintain all areas of the Burial Ground to include grass cutting, hedge trimming, path maintenance and general tidying. Also to clear all litter from the grounds, including the church car park.
2. To supervise contractors employed to undertake the grave digging to ensure that a satisfactory standard of work is maintained.
3. To supervise contractors employed to undertake both one-off and regular tasks throughout the year e.g. cutting and baling the Observer Field.
4. To clean and maintain equipment as required.
5. To perform Ashes burials on an ad hoc basis, as required, and fill sunken graves when necessary.
6. To ensure public pathways are kept free of obstructions, are well maintained and also during the winter months are spread with salt to prevent ice forming.
7. To perform maintenance of the Courtmead Road and Whitemans Green allotments, including hedge cutting, path cutting and maintenance, and basic repairs required to taps and water troughs.
8. To provide the maintenance of the open spaces at Horsefield Green, Ardingly Road, including path maintenance, hedge trimming and general tidying.

9. To carry out other general maintenance duties within the parish as directed by the Council. Duties may include general work such as decorating and small carpentry repairs. The applicant may also be asked to help sweep pathways, clear litter, etc around the village.
10. To observe the requirements of the Health and Safety at Work Act and to ensure the safety of self, work colleagues and members of the public by carrying out duties in a safe manner, within guidelines, as set out under the Act. Additionally, to comply with any other Acts or Regulations governing the use of the cemetery.

SPECIAL TERMS AND CONDITIONS

11. The postholder will be required to work 37 hours per week, 5 days per week, Monday to Friday, occasional weekend work may be required. The actual hours of work to be arranged with the Parish Clerk.
12. The place of employment will generally be in Cuckfield Cemetery but it may be required to work at other locations in Cuckfield as specified by the Parish Clerk.
13. The postholder must be able to work on their own initiative and be responsible for the supervision of contractors when required.
14. The postholder should be flexible and prepared to work extra hours if required.

QUALIFICATIONS

15. No formal qualifications are required. However, the postholder will be fit and in a good state of health, able to undertake the outdoor duties required of this post.