**SEVENOAKS TOWN COUNCIL JOB DESCRIPTION**

**Position:** Cemetery Gardener (6-month contract)

**Line Manager:** Cemetery Supervisor

**Date of Preparation:** July 2023

Main Aims of the Role

1. Work as a member of the Sevenoaks Town Council’s Cemetery Team maintaining and improving Greatness Park Cemetery.

Open Spaces duties to include:

1. Grass cutting (mowing and strimming)
2. Digging for graves
3. Maintenance of flower beds etc
4. Assist with equipment maintenance
5. Empty litter bins
6. Assist with cleaning of public buildings, chapel and public toilets.
7. Be aware and take notice of all related Health and Safety requirements including Personal Protection Equipment (PPE) and use of equipment.
8. Be courteous and helpful to members of the public and users of the town council’s facilities.
9. Attend and assist with community events.
10. Assist with out of hours work on a rota basis as overtime.
11. To carry out duties as may be required from time to time by the Open Spaces Manager or Town Clerk.
12. This job description sets out duties of the post at the time it was drawn up. Some detail may vary from time to time without changing the general character of the duties from the level of responsibility involved.

Personal Specification

* Ability to work outside throughout the year
* Polite, sensitive to surroundings, and able to represent the Council to the public
* Interest in horticulture
* Willing to learn
* common sense approach

Outline Terms & Conditions

* £22,5000 (£11.70 per hour)
* 11.5 days holiday for 6 months contract, plus Bank Holidays