

Job Description

Authority:	Adur District Council
Service Block:	Technical Services
Section:	Parks & Foreshore
Post Title:	Parks Attendant at Beach House Park, Church House or Marine Gardens
Post Number:	40624, 40889, 40890, 40891, 40892 & 40899
Accountable to:	Support Services Manager
Management responsibility for:	None
Authority to liaise with:	<p>Internal:</p> <ul style="list-style-type: none"> • Other Officers of the Councils • Members of the Councils <p>External:</p> <ul style="list-style-type: none"> • Members of the public • Sports Club officials and representatives
Meetings attended on a regular basis:	<ul style="list-style-type: none"> • Parks Group meetings (Attendee) • Health and Safety meetings

Principal purpose of job (role summary)

Provide a friendly and welcoming service to the public using the Council's facilities, taking payments and recording income to the Council's prescribed regulations and standing Orders. Carry out gardening duties to include grass cutting, watering, weeding and shrub bed maintenance across the site

Act as a representative of the Council forwarding issues and reporting back to the office on matters beyond the scope of the postholder.

Main duties, tasks and responsibilities of post holder

1. To maintain a visible and helpful presence in Beach House Park, Marine Gardens and Church House Grounds as appropriate.
2. Open and Close Pavilions, Tennis Courts, Pitch and Putt/Putting for use each operational day as appropriate.
3. Daily liaison with the bowling club and assist with their requirements
4. Carry out mowing, shrub and horticultural maintenance tasks and/or weeding operations as required by the team leader or Grounds Maintenance supervisor.

5. Carry out booking duties of the facilities including taking money and issuing tickets recording income and preparing income for collection and banking to the Council's prescribed regulations.
6. Report defects to Supervisor or Office as and when found.
7. Patrol the immediate site area ensuring facilities are kept clean and tidy each day or as necessary.
8. Carry out litter picking operations across the whole site.
9. Monitor the usage and events taking place in the park.
10. Undertake all duties in accordance with Council policies, in particular those relating to Customer Care and Equal Opportunities.
11. Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or Council policies.
12. Promote the service and Council positively at all times.

The post holder will be required to undertake such other duties as may be required within the grade and competence of the postholder. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Job Description agreed by:

Post holder (Print name):	
Signature:	
Date:	
Line Manager (Print name):	
Signature:	
Date:	
Executive Head of Service (Print name):	
Signature:	
Date:	