

Rosedale East and West Parish Council

TENDER INFORMATION PACK

Parish Caretaker

**Flexible hours allowing for seasonal variations
during the year hours dependant on rate
tendered**

**The contract is “for employment” and is on a
self-employed basis**

**Rosedale East and West Parish Council
West View
Queen Street
Gillamoor
YO62 7HU
Tel: 01751 430 053
Email: sbrown1140@blueyonder.co.uk**

1. Who we are

Rosedale East and West is a parish with a population of 250 permanent residents (Electoral Roll 2018) with many additional “part time” residents. A varied rural community, the Parish is home to a broad range of facilities including stores, a number of artist workshops and a world renown museum.

2. What we do

The Parish Council is made up 10 councillors who make decisions regarding the community. We are also responsible for the assets that we hold and the maintenance of these, through our Parish precept and grant funding.

3. Who we are looking for

A Parish Caretaker who will take pride in Rosedale East and West Parish environment, and improve its appearance, safety and efficiency and have a passion for this role. We want someone who is willing to work a flexible working week including some weekends and evenings, who can work alone or as a team player. They must have physical fitness and strength.

The Caretaker will need to provide their own equipment to undertake the work and be able to demonstrate that they carry the necessary insurances in the name of the invoicing entity and certificates to undertake the work safely and competently.

The duties of the Caretaker will be under the guidance of the Council and will include:

- Grass cutting, strimming of grass and reed beds;
- Keeping visibility splays safe and ensuring grass cutting is maintained using map information provided by NYCC and the Parish Council
- Manual weed control;
- Mole control and levelling of mole hills;
- Clearing gutters, gullies and drains to assist in drainage thus preventing water ingress to footpaths and highways;
- Keeping kerbs(both roads and pathways) clear of grass and debris including cutting back of vegetative growth where possible;
- Maintaining and cleaning benches, notice boards, rubbish bins and signs;
- Other maintenance tasks as requested;
- Litter picking and removal
- Generally keeping the village tidy.
- Snow clearance and salting where appropriate
- Answering questions and providing guidance to visitors in the area
- Reporting to council matters that require acquisition of materials or permissions

To be considered for this post you **must be able to demonstrate in your application:**

- Some experience of commercial grass cutting and garden maintenance.
- Proven track record of complying with safe systems of work in areas accessible to the general public and the use of personal protective equipment.
- Some experience of working within a customer focused environment.
- Be at ease in a working environment where the priorities and tasks allocated change, sometimes at short notice, on a day to day basis.

Desirable considerations are:

The hours of work will be flexible. There will be an average of 8 hours a week over the year, but the hours could be extended or reduced at any time subject to seasons, events and amount of work that needs doing.

The Parish Caretaker will be required to:

- Participate and provide regular risk assessments providing to council for reference.
- Must have and maintain, a valid vehicle driving licence for the UK.
- Submit invoices to the Clerk in hard copy .prior to meetings

How to Apply: Apply in writing with a current CV, supporting documents and quote by post or email to the address on the front of this pack.

CLOSING DATE: Your application must arrive no later than 12 noon on 27 April 2018. Late applications will not be considered

Privacy Notice; Your data in application to this tender will only be held in relation to this document. If successful we will continue to hold required information safely within statutory and insurance requirements for the period of the contract. All other applicants data unless a request is made separately will be securely disposed of and not retained for any other purpose.