



**PATELEY BRIDGE TOWN COUNCIL**

The Council Chamber, King Street

Pateley Bridge, HG3 5LE

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## Parish Caretaker Specification 2022-25

### DESCRIPTION

JOB TITLE: Parish Caretaker  
RESPONSIBLE TO: Pateley Bridge Town Council  
RESPONSIBLE FOR: General basic maintenance duties within the Parish of High and Low Bishopside.

### PURPOSE

To carry out basic maintenance jobs as required by the Parish Council. The exact nature of the duties will be decided monthly by the Council but may include some or all of the tasks listed below. Other duties may be added as considered appropriate by the Parish Caretaker Steering Group. The person appointed will be expected to use initiative and be required to accept the risk assessments provided by the Town Council. All suitable protective clothing is the responsibility of the applicant.

### MAIN RESPONSIBILITIES

#### Regular Monthly Tasks

Sweeping bus shelters

Clearing Sandy Steps

Sweeping and cleaning around recycling bins at Southlands

#### Other tasks (as required)

Highways	Cleaning off sets/drainage. Control of saplings from verges. Control of ragwort and thistles.
Public Rights of Way	Vegetation control. Minor surface repairs. Install/maintain signs and waymarkers.
Public Areas	Seats, bus shelters and Youth Shelter; small scale improvements, bin emptying, litter control and maintenance of these areas; and Glasshouses Play Area. Weed killing, strimming and control of molehills.
Conservation	Maintenance of council walls. Litter picking. Small scale tree and wildflower planting schemes.
Environment	The appointee, who in the course of their duties would become familiar with aspects of the parish on a daily basis

	<p>should: be aware of Health &amp; Safety Issues; hazards; pollution and other general problems which occur from time to time and become evident in the normal course of the work. Such issues should be reported to the Councillor nominated as the line manager of the Caretaker immediately so that appropriate action can take place.</p>
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