

Job Description

Part time Grounds Assistant (Temp post until Dec 2022)

Reports to: Senior Grounds Assistant

Main Purpose: Assisting with duties associated with the burial of the dead and cremated remains within the cemeteries and for maintenance of the cemeteries and other council-controlled properties as required.

Main Activities (this is not intended to be an exhaustive list):

1. To carry out Grounds duties in a safe manner and in accordance with the Council's methods of work.
2. To assist with the work of the Cemetery/Grounds/Maintenance Team.
3. To excavate (dig) graves observing good practice and all prescribed Health and Safety practices.
4. To mark and prepare graves for funeral services in accordance with Council procedures including the updating of associated cemetery records and forms.
5. To ensure that following funerals all grave filling and tidying is appropriately and sympathetically undertaken
6. To be responsible for machinery, plant and vehicles and that everything operates correctly and in accordance with Health and Safety Procedures
7. To undertake grass cutting, path clearing, hedge cutting, cleaning, inspections or any other required maintenance work in accordance with the Council's specifications and methods of work, at the cemetery or at other locations in and around Skegness.
8. To assist with monitoring memorial stones (headstones, tablets etc) and the placing, recording and monitoring of memorials (plaques, vase blocks, etc.) as required. To liaise with Memorial Masons to ensure that memorial stones are correctly and safely placed and are in accordance with granted permissions.
9. To ensure toilet and other facilities are maintained in a clean and hygienic state.
10. Responsible for maintaining all plant, tools and equipment for the purpose of the job, ensuring good housekeeping and security of all such stocks.
11. To carry out miscellaneous improvements works including but not limited to fencing, painting, maintenance and installation of benches.
12. To maintain records as required.
13. To undertake training and gain certification as required by the job from time to time.
14. Drive Council vehicles
15. To preserve an appropriate and dignified attitude at all times.

16. To participate in a Performance, Review and Development meeting and undertake a plan of training where necessary.
17. To undertake any other duties as considered appropriate to the post, which may be assigned by the Foreman and Senior Grounds Assistant.
18. Due to the nature of this position, the post holder may be required to work occasional evenings/weekends and/or bank holidays sometimes at short notice.

All employees will ensure that they;

- Take care of their own safety and that of others.
- Ensure that products, plant, equipment, vehicles and buildings are not damaged.
- Comply with health and safety procedures and instructions.
- Will not neglect, misuse, damage anything provided in the interest of health and safety.
- Assist by reporting to their Line Manager any hazard, accident, damage or defect in order that remedial action may be undertaken.
- Undergo any training or instruction to enable them to work competently and safely.

Person Specification for Assistant Groundsman

Heading	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Working outdoors throughout the year • Undertaking physical labour on a regular basis • Following Health and Safety Procedures 	<ul style="list-style-type: none"> • Previous experience of working in cemeteries • Experience of grave digging • Experience of using machinery
Skills	<ul style="list-style-type: none"> • Full driving license • Effective communication • Able to work effectively as part of a team • Knowledge across a range of maintenance skills appropriate to the role. • Problem solving • Initiative • Literate and Numerate and able to maintain records and complete written forms. 	<ul style="list-style-type: none"> • License to Tow a Trailer • Chain saw certificate • Horticultural knowledge • General building/mechanical skills • Cemetery qualification • Able to use a computer
Qualities	<ul style="list-style-type: none"> • Responsible, reliable, dependable and trustworthy • Smart and presentable when required (e.g. funerals) • Flexible to the demands of the job including the willingness to work weekends when required • Self-motivated • Sympathetic to others and able to behave sensitively. • Willingness to learn and undertake training 	
Other	<ul style="list-style-type: none"> • Ability to carry out physical tasks including medium/heavy manual work • Able to follow instructions and procedures • Willingness to wear protective clothing 	