



PERSHORE TOWN COUNCIL

Job Description

1. **Post Title:** Cemetery Maintenance Person
2. **Salary Grade:** NJC Staff scale 3 – currently £10.79 per hour
3. **Hours of Work** 10 hours per week Monday to Friday, plus occasional overtime as required, shifts to be discussed.
4. **Responsible to:** Town Clerk
5. **Job Purpose:** To ensure that service standards are delivered to specification, on time and to a high standard. Undertake maintenance work at Pershore Cemetery grounds and Cemetery buildings.
6. **Key Activities:**
 1. To plan and prioritise the maintenance work required at Pershore Cemetery, in conjunction with the Town Clerk, to ensure the Cemetery is maintained to the highest standard.
 2. To maintain the Cemetery Grounds predominantly in the summer months, to include mowing, weeding of paths, spraying of herbicides, strimming, maintaining grave spaces, trimming hedges, trimming trees (list not exhaustive.)
 3. To maintain the Cemetery Grounds as well as the Cemetery buildings predominantly in the winter months, to include the Cemetery Chapel including meeting room, Storage Container, Toilet Block (list not exhaustive.) To safety test the memorials and maintain accurate records.
 4. To undertake maintenance works as part of the overall Maintenance team, from time to time this may be away from the Cemetery.
 5. To help to identify training and development needs and report these to the Town Clerk.
 6. To undertake training required as identified. To then assist in evaluating the outcomes from any training provided. To ensure all mandatory health and safety training is carried out, kept up to date and records are logged.
 7. To dig graves for the burial of cremated remains at the instruction of the Town Clerk.
 8. To work with the Town Clerk and Assistant to the Town Clerk to prepare the weekly work schedule and provide feedback of its delivery.
 9. To recognise and be aware of the requirements of the Health and Safety at Work Act 1974 as well as Fire and Safety Regulations and ensure that these are observed and necessary actions in relation to these are regularly carried out. This includes ensuring all members of the maintenance team have the correct Personal Protective Equipment and use the appropriate machines and equipment in the correct manner.
 10. To undertake such other duties as may be reasonably required by the Council commensurate with this post.

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills.