

## **AXMINSTER TOWN COUNCIL**

### **POST OF CEMETERY CARETAKER – PERMANENT JOB SHARE**

#### **Job Description**

##### **Job Summary**

To undertake grounds maintenance and associated duties at Chard Road Cemetery.

Line Manager: Town Clerk

Hours of Work: Every Monday 08.00 to 17.00 with an hour for lunch plus an additional 14 days throughout the year to cover annual leave. Opportunity for additional hours may arise.

Salary £7.83 per hour. £4134.24 per annum.

##### **Details of Duties**

1. To be responsible for the day to day supervision of the Cemetery grounds.
2. To deal with undertakers, grave diggers, monumental masons and others who come to the Cemetery in connection with the arrangements for funerals or installation of memorials.
3. To set out grave spaces for contract grave-digging, grave digging for interment of ashes or for burial of a small or newborn child,
4. To ensure that during the period of an interment and until the funeral party leaves the Cemetery the mourners are not disturbed in any way.
5. To carry out general grounds maintenance and day to day care of equipment and operate same in accordance with manufacturer's instructions and report any defects.
6. To see to all grass cutting, tidying of graves, planting and maintenance of flower beds, cutting of shrubs and hedges (other than those assigned to outside contractors) and ensure that appropriate signage and barriers are put in place to warn and protect the public and others in the Cemetery.
7. To ensure that the Cemetery Regulations and other Regulations as set out by the Town Council are observed.
8. To carry out any other duties directed by the Town Clerk either at the Cemetery or elsewhere.

This job description represents a statement of the duties of the post but is not exhaustive. It is inevitable that over time the nature of an individual job will change and existing duties may be lost or others gained without changing the general character of the duties or the level of responsibility entailed. As a result, the Council expects this job description to be subject to future revision

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#### Person Specification

<u>ATTRIBUTES</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>METHOD OF ASSESSMENT</u>
<b>Qualifications</b>	Maths and English G.C.S.E. or N.V.Q. Level 2 which includes literacy and numeracy.	Clean driving licence including use of tractor. N.V.Q. Or similar qualifications in grounds maintenance or horticulture.	Application form. Certificate production.
<b>Relevant Experience</b>	Ability to receive and pass on instructions accurately. Previous experience working in grounds maintenance or horticulture.	At least three years experience working in grounds maintenance or horticulture.	Application form, Interview. Test.
<b>Personal Skills</b>	Ability to work unsupervised on own for long periods. Tact and respect in dealing with members of the public who may be recently bereaved or otherwise emotionally stressed.	Previous experience of working with the public in a front desk position	Application form, Interview. Test.
<b>Flexibility</b>	Willingness to cover other duties/absences as and when required possibly at short notice.		Application form, Interview.