

Pitstone Parish Council

Litter Picker

Vacancy Details

Schedule of Duties:

- Twice Weekly
 - Litter pick the recreation ground, play areas and recreation ground car park.
 - Empty all bins on the recreation ground and play areas.
 - (Main visit on a Monday or Tuesday to remove debris from weekend. Second visit on a Thursday or Friday.)
- Weekly
 - Litter pick both inside, and around the near open space, by the children's playgrounds on Windsor Road and Hever Close.
 - Litter pick the kicking area / open access goal space by Hever Close playground.
 - Empty the litter bins in all the above areas.
 - Litter pick Marsworth Road, from the roundabout up past Westfield Road to the white village gates (not up towards Ivinghoe) and empty bins.
- Fortnightly
 - Litter pick along the two red cycle paths through Castlemead including the grass at each side.
 - Litter pick the open amenity area at the start of Westfield Road off Marsworth Road.
 - Litter pick the residential side of Westfield Road up to the village gates.
 - Litter pick Vicarage Road.
 - Litter pick Church Road.
- Ad hoc
 - Litter pick full length of Westfield Road.
 - Litter pick residential roads in Castlemead (these don't tend to get very messy).
 - Litter pick grass verge outside quarry after hot weekends during summer months.
 - Clear broken glass or other potentially dangerous items from footpaths and public places (these should be dealt with as quickly as possible so may need attention outside the normal schedule).
 - Large amounts of broken glass eg caused by vandalism will be notified separately.
 - Provide holiday/sickness cover for other two litter pickers.
- All litter collected, and bin contents, should be placed in the large wheelie bin at Pitstone Pavilion (ideally) or Pitstone Memorial Hall.
- Working patterns and duties flexible to be discussed with the successful candidate. Frequencies may differ from above at different times of year etc.

Person Specification:

- Willing to work on own initiative – refer to Lone Workers policy for advice
- Willing to work outdoors in all weathers
- Reasonable level of fitness as required lift and carry full bags of litter/refuse
- Diligent
- Observant
- Good attention to detail

Hours and Rates of Pay:

- Rate of pay is currently £8.72 per hour.
- Anticipated hours: approx. 4-5 hours per week.
- Additional hours to be paid at the same hourly rate.

Benefits:

- The parish council operates a NEST pension scheme and will make contributions if you are eligible for automatic enrolment. If you are not eligible for automatic enrolment you can still choose to join if you wish and make your own contributions.
- 28 days holiday (including bank holidays) pro rata.

Additional Health and Safety:

- As the far end of Westfield Road and the verge by the quarry are both derestricted roads with 60mph limits, the employee is required to wear full hi-vis ie long sleeves and long trousers, and extra care must be taken not to work close to the edge of the highway.
- At other locations just hi-vis vest, or other suitable hi-vis clothing to suit, may be worn.

Equipment to be provided by the parish council:

- Hi-vis & waterproof clothing/shoes
- Gloves
- Litter picker
- Litter hoop
- Litter trolley if the employee prefers
- Black sacks
- Hand sanitiser
- The parish council will supply any equipment and PPE required
- Should you identify a piece of equipment or consumable that would assist your duties please inform the parish council and we will arrange for purchase etc.

Lone Worker Advice

The parish council takes its responsibility towards your safety very seriously and request your assistance to minimize any hazards associated with carrying out your duties.

In general, the sites and the tasks are low risk, however it is impossible to fully eliminate all risks and you should be particularly careful of slip or trip hazards, working near brambles and especially working near the highway.

The parish council will:

- Full training will be provided.
- The parish council seeks to ensure that all the necessary equipment you may need is provided, but if you identify a product that would be useful please let us know.
- The parish council seeks to provide all necessary protective equipment, but please let us know if there are other items that you would find useful.
- The parish council will supervise you or contact you periodically to check that everything is satisfactory, but you are more than welcome to contact the parish council at any time to discuss any issue.

You should:

- Never place yourself in any danger when carrying out any of your duties.
- Co-operate with the parish council with regard to measures designed to protect your health and safety eg attend training and wear protective clothing.
- Always take a fully charged mobile phone with you when working in case of emergencies.
- Always try to tell someone where you are going and when you expect to return (in case you are taken poorly whilst working).
- Always use the correct equipment and protective clothing, especially if working near the 60mph zone.
- Advise the parish council of any issues that you identify that may pose a risk to your health and safety so that swift remedial action can be taken.

Contact:

You are welcome to contact either of the two people listed below whenever you need to. The council will also periodically call into the pavilion to check how things are progressing and discuss any issues that may arise.

- Mrs Laurie Eagling, Clerk to Pitstone Parish Council, 9 Warwick Road, Pitstone, Beds, LU7 9FE. Tel: 01296 767261. Email: parishclerk@pitstone.co.uk.
- Mr Ben Blunt, Chairman of the Staffing Committee, The Laurels, Old Farm, Pitstone, Beds, LU7 9RD. Email: ben.blunt@pitstonepc.org

Further Advice:

- Further advice from the Health and Safety Executive is available at <http://www.hse.gov.uk/pubns/indg73.pdf>
- Further advice about working safely during the Coronavirus pandemic is available at <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

Coronavirus Advice

The safety of all our staff, hirers and their guests is of paramount importance.

- You must follow the general coronavirus guidelines and socially distance from anyone outside your bubble.
- You must use hand sanitizer regularly whilst carrying out your duties and wash hands for 20 seconds on your return home.
- Face masks are not required as all work is outside.
- Disposable and/or washable gloves are available.
- Do not pick up used tissues, face masks or other items of PPE with bare hands. Please ensure you always use your litter picker.
- Please wash your clothing and equipment thoroughly when you return home.
- You must not go to work if you are feeling unwell, have recently tested positive for Coronavirus or have been in close contact with someone who has tested positive.