



DORCHESTER TOWN COUNCIL

Park keeper/Attendant - Dorchester Borough Gardens

Salary as at 1st January 2024 SCP 4 -£12.01 P/Hr

17 Hour Week, variable hours through year.

Permanent Position

Dorchester Town Council is looking for a Park Keeper. You should be a self-motivated person who will deliver a quality service for visitors to the National award-winning gardens to enjoy. This is a working post; duties include patrolling the Gardens to maintain order and ensure that the Council's byelaws and regulations relating to the use of the gardens are complied with and locking up at the end of the day.

Undertaking routine grounds work such as watering plants in the greenhouses and outside, monitor and empty litter bins and other occasional tasks such as weeding etc as required by the head gardener.

The Gardens host many vibrant events throughout the year and the program continues to expand, you will assist in the setting up for events.

The post is permanent, but the hours vary according to the season of the year and are mainly in the evenings, at weekends and on Bank Holidays working a shift pattern of seven days on followed by seven days off. The summer / winter working hours averaged out over the year are approximately 17 hours per week which equates to an approximate yearly salary of £10,616 p/a (£12.01 per hour).

If you are an enthusiastic and committed worker who will contribute to the team effort to keep the gardens safe and beautiful for all to enjoy and you want to work in a valued, high-profile location, then this is the vacancy for you.

Application forms and Job description can be found on our web site at www.dorchester-tc.gov.uk Alternatively request forms from Dorchester Town Council on 01305 266861, or by email to admin@dorchester-tc.gov.uk.

If you would like an informal discussion about this job please contact Carl Dallison on 01305 266861; The closing date for completed applications is noon on **7th Feb 2024**

Steve Newman

Town Clerk

DORCHESTER TOWN COUNCIL

Name:

Post: Park Keeper/Attendant

JOB DESCRIPTION

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This is a lone working post; you will liaise with the head gardener and the team on a regular basis.

Under the direction of the Outdoor Services Manager and the Head Gardener to undertake the following duties:

1. To regularly patrol the Borough Gardens, to maintain order and to ensure that the Council's byelaws and regulations relating to the use of the Gardens are complied with, if necessary, summoning outside assistance. This will include the use of radio and mobile phone, so ensuring a safe working environment for staff and visitors. This will include daily safety checks of facilities and landscape features.
2. To assist in the setting up of the Gardens for events and act as the primary point of contact for the council, if requested to do so by the Head Gardener or senior officers of the council.
3. To monitor the Garden's litter bins and garden areas and empty/collect litter as necessary. Use of the council's electric vehicle where required.
4. To make written reports to the Head Gardener and/or Assistant Town Clerk, Outdoor Services on all incidents relating to Health and Safety that may occur during the time on duty.
5. To check the gardens before locking up to ascertain that no members of the public are still inside.
6. Carry out general maintenance duties outside of patrolling, these will include but are not exclusive to, watering, opening and closing greenhouses, litter picking, weeding, collecting litter etc.
7. To act under the direction of the Assistant Town Clerk, Outdoor Services, and the Head Gardener and to carry out all duties, whether or not specifically set out herein, as may be required from time to time.
8. To complete such paperwork, timesheets, etc. as may reasonably be required by the Council.

PERSON SPECIFICATION

PARK KEEPER

	Essential	Desirable
Qualifications	Good general education Must be literate to a reasonable standard e.g., able to compile incident reports and to read written instructions, fill in timesheets.	A knowledge of Health and Safety matters and /or qualification. Security or related qualification. Horticultural qualifications. Horticultural machinery use qualifications.
Experience	Working with the public Working as part of a team and lone working.	Previous experience in ensuring compliance with rules, regulations and byelaws. Ground's maintenance experience. Working as a lone worker.
Skills	Good inter-personal skills with both colleagues and the general public.	Working knowledge of Information Technology. Familiar with using handheld radios and mobile phones. Full Driving license Use of grounds maintenance equipment
Attributes	Able to work on your own. Self-motivated with a high sense of personal responsibility. Honest and conscientious. Able to act on own initiative. Pleasant and open personality Excellent communicator Good team worker	Adaptable. Able to engage with the public positively. Experience in conflict de-escalation
Circumstances	Able to work evenings, weekends and Bank Holidays.	Available to work additional hours elsewhere in grounds maintenance type operations (On a paid voluntary basis)