

Community Development	
Job Description	
Part Time Caretaker/ Cleaner	
Grade LS 16	Post Number:5653
Responsible to:	Manager, Rushcliffe Country Park
Responsible for:	n/a
Job Objective:	Maintaining a high standard of cleanliness and hygiene within the visitor centre, meeting room and toilets. Maintaining a high standard of cleanliness within the play area and surrounding parkland ensuring a safe and clean environment for customers.
Main duties and responsibilities:	Working 20 hours per week over 4 days including weekends, to meet the requirements of the General Management Plan.
	Opening the Country Park and associated buildings and facilities at the specified times.
	Complying with relevant health & safety procedures, clean and maintain the visitor centre, meeting room and toilets to the required high standard.
	Inspection of the children's play area and all equipment for defects, vandalism, graffiti and wear and tear. Recording and reporting results as directed.
	Maintaining to specified levels, with particular attention to areas of heavy use, the surfacing of the play area by loosening, raking and levelling the surfacing materials.
	Litter picking throughout the park, emptying litter bins and dog waste bins on a regular basis to central storage facility.
	Receiving, storing and accounting for deliveries in the specified manner.
	Record results of daily inspections in the specified manner.
	Record fire alarm tests.

	<p>Ensuring that visitors conform to the Country Code, the park byelaws, dog and litter regulations, etc., and in the event of an apparent breach thereof, reporting to the Park Manager.</p>
	<p>Provide information and assistance to visitors, and maintain high standards of customer care, promoting a positive image of the Council's service to the public.</p>
	<p>Ensuring compliance with health and safety procedures at all times.</p>
	<p>Check buildings, structures, roads, footpaths, car parks and fencing in the Country Park for repairs and other attention required. Carry out minor repairs, report major repairs in the specified manner.</p>
	<p>The post-holder will be required to handle all chemicals used in the performance of the duties of the post in accordance with the COSHH regulations.</p>
	<p>Any other duties that could be reasonably required and not exceeding the grade of the post.</p>
	<p>Attendance at any function or event as required by the Park Manager or other senior management.</p>
	<p>Must be prepared to work on related duties at locations other than the normal place of work.</p>
<p>Additional Information Unsocial hours including weekends will be worked on a regular basis. In general, if a shift falls on a statutory or concessionary holiday it must be worked. Working hours are Sunday 7am -3pm & Monday - Wednesday 7am-11am (earlier working is an option)</p>	
<p>Approved by: Alastair Glenn Date: May 2026</p>	