

**JOB DESCRIPTION**  
**CEMETERY GROUNDSMAN**

1. Responsible for: Grounds Maintenance at the Forest Cemetery, Edwinstowe. Parish Council.
2. Main Purpose: To undertake general and planned maintenance, improvement, and cleaning to the Forest Cemetery, Edwinstowe as instructed by the Parish Clerk and Amenity Supervisor.
3. Duties: Under the direction of the Clerk and Amenity Supervisor:
  - i. Mowing
  - ii. Keep paths as clear as possible of leaves
  - iii. Edge paths
  - iv. Pruning/trimming hedges/shrubs
  - v. General weeding and strimming of cemetery perimeter
  - vi. Preparation, planting, maintenance and weeding of all flower beds and shrubberies for which the council has responsibility.
  - vii. Carry out safety check of cemetery memorials and report safety issues to the Parish Council Office, as required by health & safety regulations
  - viii. Inspect memorial benches and report safety/maintenance issues to the Parish Council Office
  - ix. Operation of all vehicles and machinery used by the council in the tasks set out above, and in accordance with council procedures.
  - x. Day to day maintenance of cemetery machinery, including basic serviceability checks, regular cleaning and filling in report sheets.
  - xi. Additional tasks as directed by the Parish Clerk and Amenity Supervisor.
4. General:
  - i. All duties to be carried out in accordance with current Health & Safety regulations as set out in the Council's Health & Safety policy document.
  - ii. Appropriate protective clothing, equipment and footwear is provided by the Council and must be worn at all times when operating machinery. Protective footwear must be worn by all staff whilst at work.
  - iii. A fortnightly timesheet must be completed detailing daily tasks undertaken. This must be handed in to the Amenity Supervisor and signed by both of you and then handed to the Clerk.