

Duties to be carried out at the beginning of every week.

Recreation Ground

Check ditches/grilles along lane and Church lane and clear when necessary to enable free flow of surface water.

Check for holes dug in the surface of Recreation Ground field and infill as necessary.

Check for broken glass (bottles etc.) on premises and remove.

Collect litter & empty bins.

Check bark in play area and rake when necessary.

Health & Safety check on Skate Park, tighten/replace screws.

Thomas Playing Field

Check for broken glass (bottles etc.) on premises and remove.

Collect litter & empty bins.

Health & Safety check on Skate Park, tighten/replace screws.

Fraddon Millennium Green

Check for broken glass (bottles etc.) on premises and remove.

Collect litter & empty bins.

Layby opposite to Westbourne Terrace, all bus shelters, outside of co-op, The Drang & where appropriate,

Collect litter.

Indian Queens Pit Open Space.

Empty bins and litter pick.

Other duties to be carried out.

Minimum of once per month

- Check Mill Lane Hill (Dump Hill) for litter
- Check turning area by St. Enoder Cemetery for glass and litter
- Check for litter in Halloon Ave. footpath.
- Maintain public seats - cleaning / painting / repairing as necessary.
- Maintain ditch at Pit Lane - keep grille clear of leaves and silt. Clear ditch of silt to avoid flooding of Pocohontas Crescent.
- Fencing around the bark in the Rec. play area - keep base of fencing clear of weeds/grass growing in from field.
- Check for holes in the fence and repair when appropriate.
- Parish flower tubs, opposite Port & Starboard, Indian Queens Cemetery, Summercourt Cemetery & outside of Thomas Playing Field - keep clear of weeds and tend/plant seasonal shrubs/bulbs.
- Co-op Garden - weed and prune shrubs, and repair/maintain coping on wall.

Minimum of once per quarter

- Clean bus shelters
- Clean notice boards (Pocohontas Cres, Fraddon Hill, Summercourt Stores, St. Columb Road Co-op and by entrance to Kingsley Court)
- Clear weeds around changing rooms

Other duties as instructed by Parish Clerk.

Please note this is the full list to be carried out in conjunction with other staff.

First point of contact Parish Clerk. You must comply with Health & Safety and Risk Assessment at all times. All equipment will be provided by the Parish Council.