

Hutton le Hole Parish Council

TENDER INFORMATION PACK

Parish Caretaker

**Flexible hours allowing for seasonal variations
during the year hours dependent on rate
tendered**

**The contract is “for employment” and is on a
self-employed basis for a period of two years
which will be reviewed on a regular basis
through the period**

**Hutton le Hole Parish Council
Tender Document
West View
Queen Street
Gillamoor
YO62 7HU
Tel: 01751 430 053
Email: hlhparishcouncil@gmail.com**

1. Who we are

Hutton le Hole is a parish with a population of 129 permanent residents (Electoral Roll 2018) with many additional “part time” residents. A varied rural community, the Parish is home to a broad range of facilities including a few shops and artist workshops and Ryedale Folk Museum.

2. What we do

The Parish Council is made up of five councillors who make decisions regarding the community. We are also responsible for the assets that we hold and the maintenance of these, through our Parish precept and grant funding.

3. Who we are looking for

A Parish Caretaker who will take pride in Hutton le Hole Parish’s environment within the three cattle grids of the village, and improve its appearance, safety and efficiency and have a passion for this role. We need someone who is capable of the duties outlined below and willing to work a flexible working week including some weekends and evenings, who can work alone or as a team player.

The duties of the Caretaker will be under guidance of the Council and will include:

- Grass cutting, strimming of grass and reed beds;
- Keeping visibility splays safe and ensuring grass cutting is maintained using map information provided by NYCC
- Weed control in particular thistles and nettles;
- Mole control and levelling of mole hills;
- Keeping beck clear of saplings, removing debris and general detritus to maintain course of beck
- Cutting back and keeping tidy hedges in public areas and near footpaths;
- Clearing gutters, gullies and drains to assist in drainage thus preventing water ingress to footpaths;
- Keeping kerb stones clear of grass and debris including cutting back of pathways to maintain an appropriate width;
- Maintaining and cleaning benches, notice boards, rubbish bins and signs;
- Fencing repairs and maintenance including annual painting of specified areas
- Other maintenance tasks as requested;
- Litter picking and fly tipping removal
- Generally keeping the village tidy.
- Snow clearance and salting
- Dry wall maintenance
- Keeping a watchful eye on properties
- Answering questions and providing guidance to visitors in the area
- Reporting to council matters that require acquisition of materials or permissions

To be considered for this post you **must be able to demonstrate in your application:**

- Some experience of commercial grass cutting and garden maintenance.
- Proven track record of complying with safe systems of work in areas accessible to the general public and the use of personal protective equipment.
- Some experience of working within a customer focused environment.
- Be at ease in a working environment where the priorities and tasks allocated change, sometimes at short notice, on a day to day basis.

Essential considerations are:

The hours of work will be flexible. The hours are seasonal and dependent on the rate tendered with the majority being completed during the late spring, summer and early autumn being dependent on events and amount of work that needs doing.

The Caretaker will need to provide their own equipment to undertake the work and be able to demonstrate that they carry the necessary insurance in the name of the invoicing entity and certificates to undertake the work safely and competently. Certified copies of these documents should accompany the application to tender.

The Parish Caretaker will be required to:

- participate in regular risk assessments providing to council for reference.
- Must have and maintain, a valid vehicle driving licence for the UK.
- Submit invoices to the Clerk 7days.prior to meetings as scheduled in the meeting calendar. In the event that a scheduled meeting is cancelled invoices will be paid by the Parish Council provided they have been submitted by the due date and reviewed by the Councillor responsible or Chairman for the Caretaking facility

How to Apply: Apply in writing with a current CV by post to the address on the front of this pack.

CLOSING DATE: Your application must arrive no later than 12 noon on 28 May 2018.

Privacy Notice; Your data in application to this tender will only be held in relation to this document. If successful we will continue to hold required information safely within statutory and insurance requirements for the period of the contract. All other applicants data unless a request is made separately will be securely disposed of and not retained for any other purpose.