

ROGERSTONE COMMUNITY COUNCIL

JOB DESCRIPTION

PARK WARDEN

SALARY GRADE SCP 3

PURPOSE

To provide general supervision and liaison with members of the public using the facilities at Rogerstone Welfare Grounds

DUTIES

1. Patrol all areas of the Welfare Grounds and supervise the use of the grounds and associated facilities in accordance with the Councils policy.
2. Litter pick grounds and empty bins as necessary.
3. Assist with grounds maintenance and gardening activities during summer months.
4. Ensure the cleanliness and security of wardens cabin at all times.
5. Open and close public conveniences and ensure the cleanliness of the same throughout the shift.
6. Open and close the changing rooms as directed for lettings and supervise the use in accordance with the Councils terms and conditions of hire.
7. Occasional general maintenance and painting duties.
8. Any other duties as reasonably requested.

The post is regarded as part time on a rota basis and varies considerably during summer and winter periods.

The following is an approximate summary of the regular basic shift pattern (excluding overtime):

Warden 1 works - Monday and Tuesday and alternate Fridays from February (half term school holidays) until the end of October as well as alternate Saturday & Sunday throughout the year.

Warden 2 works - Wednesday and Thursday and alternate Fridays from February (half term school holidays) until the end of October as well as alternate Saturday & Sunday throughout the year.

Shifts Monday - Tuesday (warden 1) & Wednesday - Thursday (warden 2) begin 3.30pm / 4.30pm and end at dusk

Shifts Friday begin at 3pm / 4pm and end at dusk

Weekend shifts begin at 1pm and end at dusk

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of the responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.