**Purpose of Role:**

The purpose of the job is to undertake all ground related activities in order to ensure that all of the church grounds are maintained to an excellent standard providing a good impression to all visitors. The work needs to be carried out in an environmentally sensitive manner, enhancing the well-being, safety and enjoyment of all the various users.

**Responsibilities:**

**General**

* Ability to communicate effectively with people and to be especially tactful and sensitive to people's feelings about death and bereavement.
* Attend staff meetings as required.
* Work well with volunteers.

**Main duties**

* To carry out numerous gardening duties, requiring the minimum amount of supervision.
* Soil cultivation, digging, forking, mulching, watering, raking, weeding, edging, pruning, bed preparation and planting.
* Lawn maintenance and cultivation.
* Make sure that all lawns, hedges, borders and edges are tidy.
* Cut hedges twice a year outside the bird nesting season.
* Trim trees as required including basal growth and lop branches.
* Use and maintain hand tools and basic light machinery.
* Use and maintain cylinder and rotary mowers, strimmers and leaf blowers.
* Ensure all equipment and machinery are secure.
* Maintain and keep the tool shed tidy.
* Check, report and arrange for repairs to equipment and machinery as necessary.
* Keep borders, thoroughfares, footpaths and car parks free from litter at all times.
* Ensure rubbish is collected from bins in graveyard.
* Inspect graves and make reports as necessary.
* Carry out any painting and general maintenance duties as and when required.

**Notes:**

The role holder needs to be aware that the above duties will vary depending on the time of the year, the needs of the church at any particular time and weather conditions. Directions will therefore be given by a person appointed by the Parochial Church Council (PCC) to oversee the work that needs to be done.