

Job Title: Handyman/woman
Location: Mattishall – working for Mattishall Parish Council

Overall responsibilities

The village handyman/woman's role is to assist the Parish Council with the maintenance of the churchyard, cemetery, play area and village green and keep the central parts of the village presentable and tidy.

Details of work usually carried out on a weekly basis

- On Sunday evening/Monday morning put out the bin located near recycling banks behind the pub and return bin when it has been emptied.
- Walk around the village with litter trolley to clear litter and debris (including dog mess) from pavements covering the following roads/areas: Burgh Lane (as far as Occupation Road from centre of village); Occupation Road to Stoney End; Stoney End to Cross Keys; Cross Keys to Back Lane; Church Plain; Mill Street to Thynnes Lane; footpath from Mill Street to Gregs Close; along Gregs Close to South Green; Dereham Road from crossroads to Mill Road; Parkers Road and Wier Avenue; Welgate to Welgate Close; Back Lane; footpath between Dereham Road and Camping Close/Burgh Lane (nicknamed 'the trap'); footpath between Back Lane and Parkers Road, All Saints Walk; Village Green and Old School Green.
- In Church Plain, pay particular attention to litter close to the shops and around the village sign.
- Check the churchyard for rubbish thrown over the wall.
- Sweep and tidy all bus shelters along Dereham Road.
- Play area and village green – check for rubbish; change the bin liner when necessary; clean equipment and benches, carry out weekly inspection of play area and outdoor gym.

Details of work usually carried out on a fortnightly basis

- On Monday evening/Tuesday morning put out brown bin, as described above.
- Walk with trolley litter collecting litter along South Green to junction with Thynnes Lane; Church Lane and around the car park in Church Lane; Daffodil Way up to Bob Carter Court; Welgate from Welgate Close to junction with Thynnes Lane.

Tasks carried out when required

- **The trap** – Strim weeds and long grass and remove overhanging branches from cemetery and allotments.
- **Burgh Lane Cemetery** – Sweep and remove weeds, leaves and dried grass from the paths; remove ivy from gravestones; light weeding in Memorial Garden; clean bench (and occasionally re-varnish bench and noticeboard); plant seasonal plants in Memorial Garden.
- **All Saints Churchyard** – Weed/spray around outside perimeter of wall; remove ivy from gravestones; trim growth from pollarded trees (as advised by the Parish Council); keep the path through the churchyard free of weeds.
- **Play area** – Remove any nettles, weeds and cut back any brambles growing out of the hedging. Strim the grass around perimeter and generally keeping the area tidy. Occasional painting of gates and equipment and benches
- **Allotments and lockup**– Strim grass paths inside the allotment gate. Weed and cut back hedging around lockup area
- **Church Plain** - In Winter when it is icy, lay salt on the 'puddle' outside the butchers on Church Plain. Keep an eye on salt levels and report low levels to the Parish Clerk.
- **Occasional repairs and maintenance to Parish Council property** – E.g. benches, noticeboards, litter bins, dog bins. Installing new dog bins, litter bins, benches as required.
- **Weeding tasks** - As necessary in the aforementioned areas, some spraying may be required.
- **Trees** – minor tree maintenance as advised by the clerk

This role is managed on a day-to-day basis by the Parish Clerk. Some additional tasks within the remit outlined above may be added in agreement with the post holder/contractor and additional hours may be agreed to cover the work.