**Watlington Parish Council**

**Watlington Caretaker Overall Responsibilities**

The Watlington Caretaker is responsible for ensuring the town centre is clean, presentable and cared for at all time and is responsible to the Clerk who shall prioritise the Caretaker’s workload in accordance with Council’s decisions.

**Specific Responsibilities which include:**

1. Daily inspection of the interior of the Town Hall including the toilets
2. Maintain stock and replenish supplies of consumables in the Town Hall, Public Conveniences, Parish Office and Pavilion.
3. Maintain Undercroft space and bench area
4. Regular litter picking in Hill Road car park, the Recreation Ground, the Paddock.
5. Regular street cleaning in Couching Street, High Street, Brook Street, Shirburn Street, Hill Road to Spring Lane, Spring Lane, Gorwell, Letts Alley, Davenport Place and Black Horse Alley
6. Weekly inspection of play equipment in the Recreation Ground and the Paddock.
7. Regular cleaning of all areas in the interior of the Parish Office including toilets.
8. Regularly emptying of litter bins in the Town
9. Weeding of flower beds in the Recreation Ground verge at Hill Road carpark
10. Watering tubs at the Town Hall as necessary.
11. Delivery of Council mail within Watlington
12. Cleaning of the Pavilion as instructed by the Clerk
13. Prepare reports of work completed and list of necessary tasks for WPC and also tasks to be reported to the County and District Councils when necessary