**JOB SPECIFICATION FOR THE SERVICE CONTRACTOR**

**There are 2 parts to this contract to be considered, which can either be considered together or separately.**

**Part 1 – Service Contractor**

**This part of the contract requires someone with general maintenance skills and knowledge of routine vegetation maintenance**

**1. Routine Tasks**

**a. Judsons Recreation Ground, Pavilion and car park areas**

* Keep play area clean
	+ play equipment to be washed at least once a month
	+ wetpour and MUGA surface to be brushed once a month; removing moss and leaves from play area more frequently in the Autumn
	+ MUGA metalwork and basketball frames to be washed twice a year
* Remove any graffiti, particularly on play area, MUGA and pavilion.
* Vegetation in and around the fenced in play area
	+ Keep grass and edges in the fenced play area trimmed and tidy on a regular basis during the growing season
	+ Keep the hedges behind the play area trimmed and tidy to avoid encroachment on the play area
* Report any damage, potential trip hazards etc, by email with photographs, immediately to the Parish Office, for the recreation ground, fenced in play area, MUGA and the two car park areas, including the access road and Judson Pavilion
* Keep drains around the football pavilion clear and free from silt.
* Monitor the soil level at the MUGA, fenced in play area entrances, entrances to the recreation ground car park and around the teen shelter on a monthly basis and report any issue to the parish office by email with photographs

**b. Bus Shelters**

* Remove graffiti, vegetation encroachment and fly posters when indicated by Parish Clerk.

**c. Village Greens (including Pitfield Green Toilets)**

* Remove vegetation encroachment and fallen branches at the request of the clerk following inspection by councillors
* Clear gutters at Pitfield Green toilets annually (after leaves have fallen)
* Clear weeds around Pitfield Green toilet building twice a year
* Reading the water meter at Pitfield Toilets as required
* Maintenance of parish council’s 25 benches (by cleaning, staining or painting, as appropriate) whether memorial or otherwise, once a year
* Check the village sign on Hook Green for movement, four times a year
* Clearing leaves on Edmund Green annually after final leaf fall in the
autumn
* Putting up, taking down and the disposal of the Christmas Tree on Meopham Green

**d. War Memorial and Water Fountain on Meopham Green.**

* Cut grass and trim hedges when necessary (especially in preparation for the Remembrance Day)
* Remove any graffiti
* Remove leaves from the Water Fountain
* Report any damage, by email with photos, immediately to the Parish Office.
* Reading the water meter at the water fountain when required

**e. BT Phone Box with Defibrillator**

* Remove any graffiti and fly posters
* Clear weeds around the phone box twice a year
* Wash down phone box twice a year

**2. Ad Hoc Tasks**

Ad Hoc tasks may include, but will not be limited to, such tasks as:

* Clearing debris after damage to bus shelters
* Snow clearing on Meopham Parish Council property
* Repairing minor damage to property or equipment including reseeding of damaged areas on greens
* Temporarily securing property after damage
* Basic maintenance to playground equipment
* Remove fly posters as necessary from any council assets
* Erect and remove banners and signs for the council eg picnic on the green, parking banners
* Raising the soil level around the entrances to the MUGA, fenced in play area entrances, entrances to the recreation ground car park and around the teen shelter

**Part 2 – Litter Contractor**

**This is an unskilled part of the contract and should be quoted for accordingly**

1. **Litter**
* Remove litter twice weekly from:
	+ Judson's recreation ground and car park areas
* Remove litter weekly from:
	+ Meopham Green
	+ Pitfield Green
	+ Harvel Green
	+ Hook Green
* Remove litter monthly from:
	+ Culverstone Green
	+ Fowler’s Stone Green
	+ Pond Green
	+ Priestwood Green
	+ Edmund Green
* Report any damage on the village greens to posts, benches etc to parish office by email with photos
1. **Pitfield Green Toilets**
* Keep paths to Pitfield Green toilets leaf free during the Autumn

**c. Bus Shelters**

* Brush out and remove litter/leaves from all bus shelters weekly. Report any damage, fly posting, graffiti and vegetation encroachment to the Parish Office

(Note - a separate contract is in place to clean both the inside and outside once a month).

**Bus shelter locations:**

1. Station Approach (Railway Tavern)

2. Station Approach/New Road

3. Cheshunt Close/Norwood Lane

4. Denesway – by Catholic Church

5. Huntingfield Road/Camer Corner

6. Meopham Primary School (marked as Camer Corner)

7. Meopham Secondary School (on school side of road)

8. Meopham secondary school (opposite school)

9. The George PH,

10. Meopham Green

11. Ridley Turning (corner of Chapman Hill / Wrotham Road)

12. Culverstone Green Primary School

**d. BT Phone Box/Defibrillator**

* Brush out and remove litter/leaves from the BT Box/defibrillator weekly. Report any damage, fly posting, graffiti and vegetation encroachment to the Parish Office

**e. Noticeboards**

* Tidy 3 Parish Councils Notice boards and remove old surplus staples and fixing pins once a month.

Noticeboard Locations:

* 1. Camer Parade,
	2. Meopham Green on the open section
	3. Harvel Village Hall