

Kent County Council

Job Description: *Warden – Dryhill Picnic Site*

Directorate:	Growth, Environment and Transport
Unit/Section:	Country Parks North and West kent ranger team
Grade:	KR3
Responsible to:	Ranger Services Manager

Purpose of the Job:

To maintain the site and its facilities in a clean, safe and attractive state, and to assist and guide visitors.

Main duties and responsibilities:

Visitor Services

- Welcoming visitors, dealing with queries and assisting visitors to enjoy their visit to the site.
- Opening and closing the entrance gates daily. Opening to be at 8.30am and closing to be at dusk or as advertised at the site.
- Carry out daily safety checks as directed, and in accordance with the site safety procedures.
- Assisting with visitor surveys.
- Using a firm but tactful approach to discourage thoughtless behaviour by visitors, or in the last resort by drawing attention to the Bylaws (where appropriate).

Site Hygiene

- Clearing rubbish from the car park area and other heavily used areas on a daily basis and from the whole site on a weekly basis.
- Prepare rubbish for collection.

Patrolling and Emergency Repairs

- Patrolling the whole site by the end of each week to check for vandalism or damage to fences, trees, grassland, notices, furniture.
- Effecting minor repairs where possible or reporting the need to the Rangers. This is particularly important where public safety is involved.

Site Maintenance and Emergencies

- Assisting the Rangers with repairs and minor construction works.
- Responding to emergencies, which may require attendance outside of normal hours or as required by the Ranger team.

Administration and Miscellaneous

- Maintaining simple site records (eg. daily events, traffic volumes) and a site diary.
- Undertaking such other tasks as may be defined from time to time by the Ranger team

Schedule of work hours.

7 days on shift then 7 days off shift so working alternate weeks

Summer (30 weeks from end March)		Winter (22 weeks)	
12 Hours	No. Of visits: 10	12	No. Of visits: 10
Monday	1.5 hours	Monday	1.5 hours
Tuesday	1.5 hours	Tuesday	1.5 hours
Wednesday	1.5 hours	Wednesday	1.5 hours
Thursday	1.5 hours	Thursday	1.5 hours
Friday	1.5 hours	Friday	1.5 hours
Saturday	2 hours	Saturday	2 hours
Sunday	2 hours	Sunday	2 hours

(Bank Holidays are treated as Sundays in terms of hours worked)

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *Warden – Dryhill Picnic Site*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• You will be friendly and approachable, with a firm but tactful approach, as necessary when dealing with visitors to the site• Physical fitness is essential as the site is very steep in places• Any specific training needed would be provided• You will be able to respond to alarm activation & emergencies within 15/20 minutes of being called out
EXPERIENCE	
SKILLS AND ABILITIES	General DIY skills Good people skills as this is a front line post Ability to be self motivated and ability to work alone or as part of a team
KNOWLEDGE	
BEHAVIOURS AND KENT VALUES	Kent Values: Open Invite Contribution and Challenge Accountable