

# Charmouth Parish Council

Council Office The Elms St Andrew's Drive Charmouth Bridport Dorset DT6 6LN

---

Telephone (01297) 560826 E-Mail [clerk@charmouthparishcouncil.gov.uk](mailto:clerk@charmouthparishcouncil.gov.uk)



## **JOB DESCRIPTION/SPECIFICATION** **SEASONAL BEACH ASSISTANT**

**Reporting to the Facilities Manager, responsibilities will be as follows:**

1. To provide a high level of public services and standard of care at Charmouth Foreshore.
2. Supporting the work of the full time members of the team in maintaining public safety, monitoring and the efficient running of the Foreshore area, including monitoring vehicles in the foreshore car park, issuing penalty notices as required.
3. Empty waste bins and dog waste bins, and replenish bags as necessary on a daily basis.
4. Collect beach hut keys and return deposits as necessary.
5. Lock the public toilets as necessary.
6. Keep the Foreshore clean, tidy and free of litter as directed, and ensure adherence to the Council's Dog Policy
7. Monitoring and assisting the public, at all times, following the Council's Standard Operating procedure for any specific incidents.
8. Represent the Council at all times in a courteous manner when dealing with the public and at all times wear the uniforms issued by the Parish Council.

### **OTHER INFORMATION:**

- Work experience and practical skills will be an advantage, as would a good basic education.
- Basic hours of work will be 22.5 per week (4.30-9.00pm 5 evenings a week Thurs-Mon inc).
- Seasonal position for two/three months (exact dates to be confirmed).
- Rate of pay will be up to £11.50 per hour dependant on age.
- Pay will be paid monthly by BACS.

Applications to be returned to the Parish Clerk preferably by email.