

Job Description and Person Specification – Beach Warden

Employer: Perranzabuloe Parish Council (PPC)
Manager: Parish Clerk
Post Title: Beach Warden
Pay: Hourly Rate £12.18 per hour

Hours of work: The warden will work for an average of 8 hours per day (including a 1hr unpaid lunch break) between the times of 9.30am and 5.30pm for 5 days per week. This will be on a rota basis (to include some weekends).

1. The job purpose is to ensure that the beach and dunes present a safe and clean environment for residents and visitors.

Specific duties will include:

- Patrol the beach and dunes.
- Provide courteous and helpful assistance to members of the public, representing PPC.
- Enforce bylaws and control orders.
- Issue fixed penalty notices when training has been undertaken.
- Perform specific duties in respect of special events when required.
- Liaise with and assist emergency services including lifeguards, ambulance crew and police as required.
- Distribute wrist bands to children as requested.
- Give feedback to the office regarding any incidents, vandalism, pollution etc, as a means to monitor and improve service provided.
- Assist with lost children in partnership with the RNLI.
- Comply and ensure compliance with all relevant legislation including Health and Safety as it applies to employees in such areas of the workplace of the post holder.
- Maintain log of key daily activities and incidents.
- Undertake any duties from time to time commensurate with the pay scale of the post, as instructed by the Clerk.

2. Service Environment

- Outdoor activity in all weather conditions.
- Some heavy lifting and manual handling on a daily basis e.g. putting out dog control area designated signs.
- Regular contact with members of the public, parish employees, PCSOs and RNLI Beach Lifeguards.
- Uniform and equipment will be provided including, high visibility jacket, binoculars and communication equipment.

3. Person Specification

- Able to work effectively as a member of a team.
- Project a friendly approachable manner.
- Be able to work on own initiative within general guidelines, prioritising action. to meet changing needs.
- Undertake training to statutory requirements for enforcing specific legislation.
- Engage with any training offered to support the job role.
- Have a good level of physical fitness.
- DBS check will be required.

April 2024