

Job Description

Job Title: GARDENER

Job Code: MT05

Job Holder:

PROPERTY

Position in the organisation:

Responsible to: Home Manager, Head of Property and Facilities

Direct reports:

Works in conjunction with: Projects Co-ordinator

Summary of main responsibilities:

To undertake regular maintenance and day-to-day upkeep of the environs of the Home encompassing gardens, boundaries, walkways and access routes

Main Duties and Responsibilities:

1. Carry out gardening tasks including grass cutting (where appropriate), tidying of beds and borders and maintaining trees and shrubs in good shape.
2. Water plants as appropriate during dry weather.
3. Maintain sheds and fences in good repair by applying appropriate waterproofing treatment, and report major defects.
4. Ensure that paths, roadways and parking areas are free of rubbish and other obstructions.
5. Collect up leaf fall keeping gutters, rain pipes and gulleys clear of debris, and salt/grit paths clearing snow as necessary during inclement weather.
6. Clean garden/patio furniture as required, and report defects.
7. Check regularly paving, ramps, gates and steps, and report defects.
8. Feed fish and clean out ponds where applicable.
9. Assist the Handyperson during inclement weather.
10. Take part in staff meetings and in training activities as directed.
11. Work with all staff towards agreed policies and standards of care in keeping with the stated beliefs of the Organisation.
12. Work to promote equality and diversity, and eliminate discrimination for all the Organisation's service users, staff and volunteers.
13. Take part in individual performance reviews as required.

No job description can cover every issue that arises within the post, and the post holder may be required to carry out other duties as deemed necessary, commensurate with the principal function of the post and the capability of the post holder.

PERSON SPECIFICATION

Job Title: Gardener

| Competency | Performance Criteria |
|--------------------------------|--|
| Professional Practice: | |
| Modelling best practice | <ul style="list-style-type: none"> • Demonstrate evidence of appropriate qualification to undertake the post • Know (or be trained to know) the correct techniques for carrying out these duties • Demonstrates patience with, and compassion for, older people • Must undergo training as appropriate |
| Decision making | <ul style="list-style-type: none"> • Report any changes affecting the environment or security of the home |
| Health & Safety | <ul style="list-style-type: none"> • Physically capable of moving and handling • Application of H&S practices |
| Interpersonal Skills: | |
| Teamwork | <ul style="list-style-type: none"> • Play an active role in creating a team working environment • Prioritise |
| Management of diversity | <ul style="list-style-type: none"> • Demonstrate awareness of different values/cultures amongst residents and staff |
| Effective communication | <ul style="list-style-type: none"> • Communication skills with different groups, e.g. staff, residents, local community |
| Self development | <ul style="list-style-type: none"> • Evidence of keeping up to date with related issues • Undertake relevant training |
| Planning & Control: | |
| Organisational skills | <ul style="list-style-type: none"> • Prioritise • Meet deadlines • Maintain records as required • General time management • Organisation of activities |
| Personal Attributes: | |
| Mutual support | <ul style="list-style-type: none"> • Be aware of support needed by others • Consider how actions could affect others • Be prepared to give encouragement and help when needed • Offer help to other groups |
| Communication skills | <ul style="list-style-type: none"> • Style that is warm and friendly • Express ideas confidently |
| Interpersonal sensitivity | <ul style="list-style-type: none"> • Appearance to create confidence in residents and visitors • Respect the dignity and privacy of all contacts • Exhibit a pleasant, professional manner |
| Team working | <ul style="list-style-type: none"> • Happy when working in a team environment • Promote harmony within the team • Loyal to the team as a unit |

TRAINING REQUIREMENTS

The duties of the post necessitate the following essential training elements being completed subsequent to employment.

| Training Element |
|---|
| <ul style="list-style-type: none">• Induction• Emergency First Aid• Moving & Handling• COSHH Regulations• Basic Health & Safety• Fire Training• Challenging Behaviour• Adult Protection• Equality & Diversity |