# JOB DESCRIPTION

This job description outlines the key outputs required from the Job Holder and the tasks necessary to achieve them. It is not a definitive list and the role may well change and evolve over time.

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Gardener</th>
<th>Department</th>
<th>Maintenance</th>
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<tbody>
<tr>
<td>Reports to:</td>
<td>Head Gardener</td>
<td>No of staff reporting</td>
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**Summarise in one or two sentences the purpose of the role:**

The post holder will be employed in general garden work, including maintaining machinery, lawn maintenance, hedge trimming, planting, border maintenance, pruning and on general College maintenance tasks as required by the College. Additional responsibility for indoor swimming pool.

## Key Outputs of the Role

The following are the key outputs:

- Ensuring gardens maintained to high standards

## Outline the key tasks necessary to deliver the outputs defined above:

1. Maintenance of Gardens to include pruning, hedge trimming, composting, digging, planting, greenhouse work, maintenance of borders, winter gritting, litter picking and leaf clearing.

2. Mowing and care of lawns including seed sowing, turf lifting and laying, spiking, scarifying, feeding, pest and weed control, edging and general weeding.

3. Responsibility for maintaining a high standard of presentation, cleanliness, hygiene and operating efficiency of the College swimming pool.

4. Test water in the swimming pool each morning, adding chemicals to maintain chlorine and PH levels, cleaning filters and pumps as appropriate.

5. Cleaning swimming pool and surrounding areas as appropriate, ordering pool chemicals as required via the Head Gardener.

6. Keep garden stores and greenhouse well organised, clean and tidy.

7. Carrying out routine maintenance of equipment, ensuring tools, equipment and machinery is kept clean, stored and serviced appropriately.

8. Furniture sanding and staining.

9. Ensuring compliance with Health & Safety requirements relating to all College buildings and grounds and equipment, maintaining high standards in the conduct and quality of work.

10. General assistance to other departments as required and as appropriate.
**Additional Responsibilities:**

**Decision Making Authority:**

**Budgetary Responsibility**

**Practical / Physical Requirements:**

Some Manual Handling may be required. COSHH Training for use of garden and pool chemicals

**Briefly state any other relevant information:**

*The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time to reflect changing circumstances.*

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<th>Reviewed By:</th>
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