

Job Profile

| Position Details | |
|------------------|---|
| Post | GARDENER/HANDY PERSON |
| Service Area | Adults and Health /Adult Social Services/LD Partnership/Winkfield Resource Centre |
| Reports to | Buildings Manager |
| Grade | SC3 |
| Job Family | To be completed by HR |

| Role Purpose |
|--|
| To maintain the gardens and buildings to a high standard and be responsible for the opening and closing of the building. |

| Main Responsibilities |
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| <ol style="list-style-type: none"> 1. To maintain the gardens, i.e. lawns, beds and hedges attached to the Centre to a level of presentation as is agreed with the Officer-in-Charge. 2. To maintain all gardening equipment in a proper working manner and report any faults in such equipment 3. To be responsible for opening and locking up 4. To maintain all external water drains and gutters 5. To check on a weekly basis that all toilets, sewers, drains, taps and pipes are kept in a satisfactory working order. 6. To maintain the electrical equipment and fittings within the establishment as far as routine maintenance is concerned. 7. To undertake minor internal redecorating and building maintenance as directed by the Manager in charge. 8. To undertake minor repairs to furniture and fittings to ensure they are fit for purpose. 9. To move furniture and equipment when required by the meeting organiser. 10. To assist in the checking and storing of deliveries. Keep control of stock, such as cleaning and garden materials. 11. To monitor the heating to ensure the building is kept at the acceptable temperature. 12. Use cleaning equipment as required. 13. To ensure that outside area is kept clean daily of any rubbish/garden waste and disposed of regularly. 14. To exercise responsibilities under COSHH guidelines and Health & Safety at Work Act as laid down by the government which may be amended from time to time by Departmental procedures. |

15. To carry out any order duties as may be delegated from time to time by the Centre Manager

Generic Responsibilities

1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.
2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
3. Knowledge and experience of using IT.
4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

| Knowledge, Qualifications, Skills and Experience | Essential or Desirable |
|--|------------------------|
| 1. Knowledge of gardening, building maintenance, use of heavy cleaning equipment and grass cutting. Routine maintenance of electrical equipment. | Essential |
| 2. Ability to communicate effectively internally and externally | Essential |
| 3. Positive attitude to disability, commitment to working within an opportunities framework. Physically fit and able to lift. | Essential |
| 4. Ability to use cleaning equipment, gardening tools and DIY initiative. | Essential |
| 5. Basic numeracy and IT skills | Essential |
| 6. Ability to adhere to the Equal Opportunities Policy | Essential |
| 7. Ability to deliver service within the Equal Opportunity framework | |

Main Contacts & Other Information

Main Contacts:

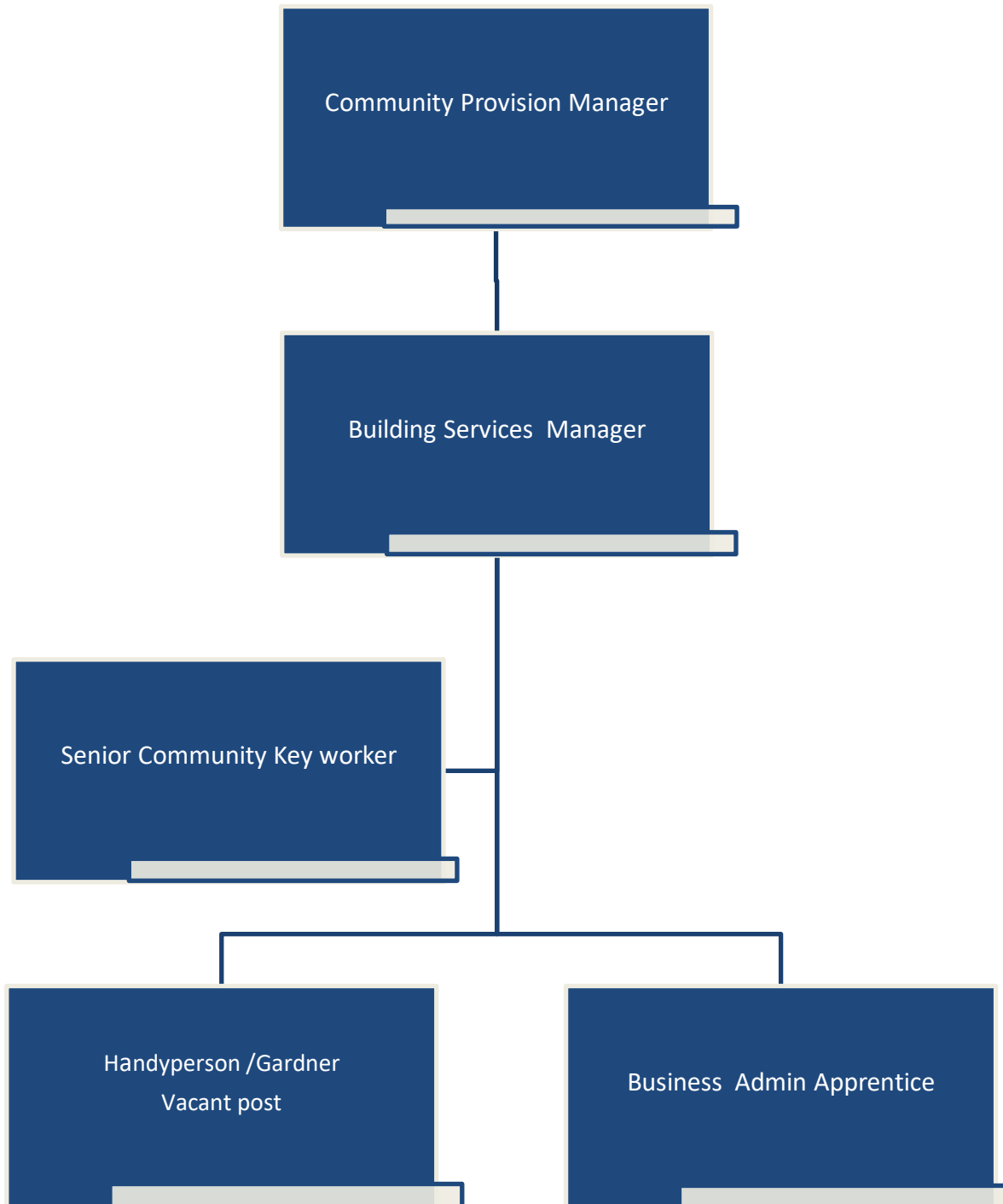
Buildings Manager

Other Information:

This position requires the postholder to undergo a DBS (Disclosure and Barring Service) check.
(Delete if not applicable)

Organisational Structure

Please provide organisation structure chart.



Additional Information

Please complete the additional information as fully as you can.

| Supervision / Management of People | | | | |
|--|---------------|---------------|----------------|---------------|
| Please indicate which group best describes the total number of staff the post holder is responsible for: | | | | |
| None | Up to 5 staff | 6 to 15 staff | 16 to 49 staff | 50 plus staff |
| x | | | | |
| Are the staff based at the same work location? | | | | Yes |
| Will the post holder be responsible for contract / agency / project staff? | | | | No |

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

| Work Environment | | | | | |
|---|--------|------------------|--|--------|------------------|
| Activity | Yes/No | % of working day | Activity | Yes/No | % of working day |
| Office duties. | N | | Use of a computer. | Y | 10% |
| Audio typing. | N | | Crisis or conflict situations. | N | |
| Walking more than a mile. | N | | Manual handling. | N | |
| Working alone or in isolation. | N | | Working in confined spaces. | N | |
| Driving a car, van or minibus. | N | | Preparing or serving food. | N | |
| Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B. | N | | Working in awkward positions, e.g. stooping, bending, reaching. | N | |
| Exposure to substances hazardous to health, including lead, asbestos or radioactive substances. | N | | Operating heavy or hazardous machinery including forklifts, diggers or cranes. | N | |
| Regular and repetitive movements. | N | | Working shifts / unsocial hours, nights. | N | |
| Outdoor work involving uneven surfaces. | N | | Standing or sitting for prolonged periods. | N | |

| Activity | Yes/No | % of working day | Activity | Yes/No | % of working day |
|--|--------|------------------|---|--------|------------------|
| Working shifts / unsocial hours / nights. | N | | Working at heights / on ladders, roof work. | Y | 2% |
| Teaching, or responsibility for, children. | N | | Outdoor work involving extremes of temperature. | N | |
| Electrical hazards. | N | | Control and restraint. | N | |

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| Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients: |
| N/A |
| Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability: |
| N/A |
| Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability: |
| N/A |
| Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability: |
| N/A |
| Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations: |
| N/A |
| Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability: |
| N/A |