



## **Mead Medical Services Ltd**

### **Job Description**

<b>JOB TITLE :</b>	Gardener
<b>REPORTS TO :</b>	Home Manager
<b>JOB PURPOSE:</b>	To carry out the day to day upkeep of the grounds and landscaped areas surrounding all the properties on the scheme, including the regular sweeping/weeding of the private roads, parking areas and footpaths. All soft and hard landscaped areas to be maintain to a good standard, restocking as necessary in accordance with the requirements of the Company, reporting any defects. Thereby, ensuring the overall areas enhance and compliment the external appearance in a decorative, safe and functional order.

#### **Qualifications and skills:**

- ❖ Previous experience of Landscape gardening
- ❖ Working knowledge of health and safety issues
- ❖ Highly organised but also flexible
- ❖ Good communication skills
- ❖ Team player
- ❖ Valid current driving licence
- ❖ Satisfactory police check and satisfactory check against the relevant registers within the PVG Scheme

#### **Main Responsibilities:**

##### Gardening and Landscape Maintenance

1. Maintain the grounds to a good standard in accordance with Company Policy, by regularly cutting the grass, weeding and digging the soft planted areas, planting seasonal bulbs and bedding plants as well as containers and hanging baskets.
2. Ensure all garden furniture is stored in the dry over the winter months and is inspected, painted/stained in readiness for setting outside in the spring. Advising the Home Manager on any defects or the need to replace any garden furniture/equipment used outside.

3. Regularly sweep/weed the private roads, parking areas and footpaths. Clearing snow from these areas during the winter months and making sure before the onslaught of winter there is sufficient grit stored on site. Jet-wash the footpaths and patio areas every spring in readiness for the better weather.
4. During the late summer early autumn period make sure that all fallen leaves are cleared away, advising the Home Manager of any trees that need lopping, fence/wall repairs, all soft planted areas are dug over and hedges cut in readiness for the winter months.
5. By its very nature landscape gardening maintenance is primarily an outside job that requires working from time to time all year round during inclement weather in protective clothing, this is a requirement in order to maintain standards.
6. Report and action any known defects to equipment and any other potential hazards to the Home Manager

#### Emergencies

1. Be available/on-call for advice or action to help with any emergencies which may arise out of working hours.

#### Training and Development

1. Attend mandatory training as required
2. Maintain professional knowledge and competence

#### Health and Safety

1. Observe Mead Medical Service's Health and Safety Policy and be aware of your personal responsibilities for health and safety and to keep to safe working practices at all times.
2. Adhere to manual handling principles at all times.
3. Ensure that all the fire regulation policies and procedures of Mead Medical Services Ltd are adhered to and complied with.
4. Report faulty/damaged equipment or furniture to the Home Manager.
5. Report immediately to the Home Manager, person in charge, any illness of an infectious nature or accident incurred by a Service User, colleague, yourself or other person connected with the Home.
6. Promote safe working practice in the Home and outside in the grounds.

#### Communication

1. Participate in staff and Service Users meetings as and when required.
2. Complete weekly timesheets.
3. Report any stolen or missing equipment to the Home Manager.

#### Confidentiality

1. Ensure the confidentiality of information gained whilst performing your duties. If you are in any doubt about divulging information about a Service User or the Company's business to a third party, then please seek advice from your Manager before communicating such information.

#### General

1. Work with all other staff to ensure a happy, clean, dignified and safe environment for the Service Users.
2. Respect at all times the privacy of Service Users in their rooms and their property.

3. Ensure that the security of the Home is maintained at all times.
4. Adhere to all the Company's policies and procedures relevant to this role.
5. Ensure that all equipment is clean and well maintained.
6. Notify the Home Manager or person in charge as soon as possible if you are unable to report for duty and also when you can return to work after an absence.
7. Carry out any other tasks which may be reasonably assigned to you.

At All Times:

1. Observe the Company's Health and Safety Policy and be aware of your personal responsibilities for health and safety and keep to safe working practices at all times.

This job description indicates the main duties and responsibilities of this post and is not intended as an exhaustive list.

Mead Medical Services reserves the right to amend this job description from time to time according to the needs of the business, but this is a correct reflection of the duties involved at the time of writing.

Any changes will be confirmed in writing. Please note that you share with Mead Medical Services the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.

Please sign and date below to indicate your acceptance of this job description.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_