Job Description for – Assistant Gardener

LINE MANAGER – Head Gardener

BACKGROUND INFORMATION

The role of the College Gardeners is essential for the efficient day-to-day management and up-keep of the College Gardens. The Assistant Gardener will, under the guidance and support of the Head Gardener and Gardeners, assist and support in a variety of gardening, hard landscaping and technical maintenance.

PRINCIPAL RESPONSIBILITIES

To ensure timely completion of own work in accordance with instructions and guidance issued by the Head Gardener, Deputy Head Gardener or in their absence by the Gardeners, relating to a wide variety of duties which include the following:

1. Operating garden machinery, such as mowers, hedge trimmers etc., as directed.

2. Planting, maintenance and care of lawns, shrub borders and herbaceous borders in College and outside properties, including the installation and maintenance of irrigation systems where appropriate.

3. Assist in the production of bedding plants etc. Including potting, prickling out and taking cuttings.

4. Routine maintenance of garden furniture, equipment and Garden Department fabric (for example cold frames).

5. Maintenance of tennis courts in summer.

6. Upkeep of paths including snow clearing and salting.

7. Cleaning of all machinery after use.

8. Use and care of all hand tools

9. Maintenance of work areas (including kitchen, restroom and toilet) in a clean and tidy condition.

10. Collecting litter, sweeping etc of gardens, borders, paths and hard surfaced areas (on the College main site and at outside properties)

11. Reporting to the Head Gardener any problems concerning the use of machinery and equipment or otherwise which may require attention or maintenance.
12. The observance at all times of the College Equal Opportunities, Computer Acceptable Use, Health and Safety Policies and the College Policy on the application of the General Data Protection Regulations. The contents of these policy documents are explained to staff during their induction to employment and copies are available on request from the Head Gardener.

13. Any other related duties and responsibilities as may from time to time be required.