

## **JOB DESCRIPTION**

### **JOB TITLE**

Gardener

### **ACCOUNTABLE TO**

Home Care and Support Services Manager

### **SUPERVISED BY**

Service Co-ordinator

### **JOB PURPOSE**

- To enhance wellbeing and quality of life by delivering a home-based garden maintenance service to older people in the local community
- To observe and promote client's choice, independence, dignity, privacy and fulfilment
- To provide non-discriminatory support ensuring that cultural needs are respected

### **DUTIES AND RESPONSIBILITIES**

1. To carry out gardening tasks according to clients' needs and wishes, and in accordance with the scope of the service.
2. General garden maintenance tasks include, but are not limited to:
  - Mowing grass
  - Hedge trimming
  - Digging
  - Planting and weeding flower beds, borders, paths and driveway
  - Trimming and pruning shrubs and trees and removing weeds
  - Bagging debris
3. Use equipment including lawn mower and hedge trimmers and ensure these are cleaned and maintained as required.
4. Ensure all equipment used is in good working order and report any defects to the Service Co-ordinator.
5. Maintain accurate and up-to-date written timesheets, ensuring they are submitted on a weekly basis.
6. Ensure all cash and cheque handling is carried out appropriately and in line with the organisation's procedures.
7. Upon request, visit and assess work to be done and provide an estimation of the time required to complete the task.
8. Promote and deliver services in a which is sensitive and responsive to client needs.
9. To have a basic awareness of the range of services offered by Age UK Leicester Shire & Rutland, and to signpost clients to appropriate services as required.

### **TRAINING AND SUPERVISION**

1. Undergo mandatory and departmental training and development as required.
2. Evaluate training undertaken and integrate it into your work programme.
3. Undergo appropriate training as required with particular regard to the care and use of power tools as used within the department.
4. Attend supervision and staff meetings as required.

## REPORTING

1. To immediately report accidents and any serious incident including safeguarding issues in line with organisational procedures.
2. To immediately report any changes or concerns about clients including 'no reply' situations.

## HEALTH AND SAFETY

1. Adhere to Age UK Leicester Shire & Rutland's Health & Safety policy and related policies mentioned therein.
2. Where applicable ensure project activities are risk assessed in line with the organisation's Health and Safety policies and procedures.

## Working Practices/General

1. As well as the Health & Safety policies and procedures above, adhere to and implement all other Age UK Leicester Shire & Rutland's policies and procedures as well as the Personal Care Policies if relevant to your role.

Details of these and other Age UK Leicester Shire & Rutland policies can be found in [F:\COMMUNAL FOLDER\POLICIES](#) or on the Select HR self-service portal.

2. Age UK Leicester Shire & Rutland is committed to its charitable aims, and fundraises in order to provide accessible services for the older people of Leicester, Leicestershire and Rutland. Age UK Leicester Shire & Rutland expects all its employees to partake, when possible, in events which support these charitable aims.
3. Age UK Leicester Shire & Rutland expects all staff to have basic IT skills to enable them to use the systems within the organisation and have a willingness to embrace new technology as it is introduced. Training will be provided to staff who require it.
4. To undertake any other duties that may reasonably fall within the purview of the job.

**This Job Description sets out the responsibilities of the post at the time it was drawn up. Such responsibilities may vary from time to time without changing the general character of the post or level of responsibility entailed. Variations are a common occurrence and do not of themselves constitute additional responsibilities.**

**Signed:** \_\_\_\_\_

**Date** \_\_\_\_\_

**Please print name:** \_\_\_\_\_