

**AGE UK BEDFORDSHIRE**

**Job Description for Gardener Support Worker**

**Job Title**

Garden Support Worker

**Purpose**

To carry out general garden maintenance throughout the year. This would include mowing, strimming, hedge cutting and general tidying of the garden area. Some of our customers prefer to leave their garden unattended from December to March, but there is always work to be done in and around the garden and we, therefore, encourage our customers to maintain the service throughout the year. We are not necessarily looking for skilled professionals, but a good degree of competency in basic garden maintenance is required.

The vast majority of our gardeners’ customers are on a fixed rota, where they are visited every one or two weeks for one or two hours per visit in the main season (March – November) and monthly visits for the remainder of the year. You, of course, work weekly. Even on rainy days, usually some work can still be carried out. If we don’t make a scheduled visit it means the customer’s garden is left unattended, unless we can arrange cover.

**Responsible To**

Welfare Services Supervisor.

**Hours**

You tell us the days and hours you are able to work and we build your rota around those times.

**Rate of Pay**

£9.50 per hour, plus mileage allowance of 37p per mile and a travel bonus between clients of £1.58p.

**DBS**

All successful applicants are required to undergo a Disclosure and Barring Service check. Although we pay for the check, if you leave our employment within 6 months of starting work we retain a proportion of the DBS fee from your last week’s wages.

**INSURANCE**

All employees are covered by our Public Professional Liability insurance policy.

M**ain Duties**

* To carry out general garden maintenance as described above.
* Carry out health and safety assessments prior to carrying out any work.
* To ensure that all work is carried out in a competent manner.
* To be able to provide accurate estimates of time and materials required to carry out work if necessary.
* To report potential hazards to the WS Supervisor.
* To maintain basic work records and completion of time sheets, on rare occasions to accept monies from customers that are due for the payment of services and issue receipts in accordance with Age UK Bedfordshire procedures. To bank collected monies into Age UK Bedfordshire’s account. The vast majority are Invoice customers or pay via Direct Debit.
* Assist in monitoring and evaluation of the service as required.
* To be sympathetic to the needs of older people, giving support and understanding when needed and to encourage and help people to be as active as possible.
* To attend staff and training meetings.
* To undertake other tasks within Age UK Bedfordshire within the job holder’s abilities, as maybe required from time to time by the Service Manager.
* Signpost customers to other appropriate Age UK Bedfordshire services as necessary via the Supervisor.

**Essential Person Specification for Gardeners**

* Practical gardening ability to assess and carry out Safety Checks, to include mowing, weeding, hedge cutting, bagging debris, tilling soil, trimming bushes, trimming trees, regular tidy of garden shed / garage, raking lawn, sowing and recovering of leaves and other debris.
* Enjoy and have an understanding of working with older people.
* To be punctual and keep to deadlines.
* Flexible and helpful disposition.
* To be honest and trustworthy.
* To have the use of a vehicle, be the holder of a full UK driving licence and have Business Class 1 insurance. Most insurers will add this to your policy without charge. Some may add £10 or £20 to your annual premium. This is required by law if you are employed in a role that requires you to drive on behalf of your employer.

This job description is part of your terms and conditions of employment and can be amended from time to time as the needs of the organisation require.