**Age UK Bedfordshire**

**HOME SUPPORT WORKER (Gardener) JOB DESCRIPTION**

Main Job Purpose:

To travel to a variety of clients’ homes to undertake general garden maintenance throughout the year. You will carry out tasks such as mowing, strimming, cutting back shrubs and hedges, light digging and planting, and general tidying.

Hours of work:

To be mutually agreed. We ask that you give us a working pattern of hours and days you are available so that we can arrange with you which days and times you will work. The Service operates Monday to Friday 9.00am to 4.00pm. You choose the days and hours you prefer to work.

Main Duties:

1. To carry out general garden maintenance as described above.
2. Carry out health and safety assessments prior to carrying out any work.
3. To ensure that all work is carried out in a competent manner.
4. To be able to provide accurate estimates of time and materials required to carry out work if necessary.
5. To complete your timesheet and ensure this is sent in each week.
6. To report potential hazards to your Line Manger.
7. To treat all clients with respect and care
8. To work within the procedures that are set by Age UK Bedfordshire

**PERSON SPECIICATION – ESSENTIAL QUALITIES**

* Practical gardening ability to include mowing, weeding, hedge cutting, bagging debris, tilling soil, trimming bushes, trimming small trees, tidy of garden shed / garage, raking lawn, sowing and recovering of leaves and other debris.
* To possess a Disclosure and Barring Service Certificate (DBS). If you do not currently have a DBS we will deal with this on your behalf.
* To have a warm and caring personality and be honest and trustworthy
* Be punctual and reliable with the ability to stay calm
* Use of a car, valid driving license and have Business Class 1 insurance

**DESIRABLE QUALITIES**

* Have some horticultural knowledge of plants and pruning, caring for such
* Enjoy the company of older people and have empathy with people of all backgrounds and experiences
* Experience of older people through work or personal interactions

NB. 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.