



## **GARDENING OPERATIVE Job Description**

<b>Job title:</b>	Gardener
<b>Place of work:</b>	Bromsgrove & Wyre Forest area
<b>Responsible to:</b>	At Home Coordinator
<b>Hours:</b>	Flexible
<b>Salary:</b>	£8.91 ph. & Travel allowance
<b>Contract:</b>	Zero Hours
<b>Start date:</b>	As soon as possible

### **JOB PURPOSE AND ROLE:**

To deliver a high quality Gardening service, to support older people across Bromsgrove, Redditch and Wyre Forest. The service will provide practical services to help to enable older people to remain safely and comfortably in their own homes for as long as possible.

### **PRINCIPLE RESPONSIBILITIES AND DUTIES:**

1. To carry out the work of the Gardening scheme as allocated by the Coordinator.
2. To undertake risk assessments and other safety and security checks as required.
3. To operate the service, within Age UK Bromsgrove, Redditch and Wyre Forest's principles and practice, through responding to personal, telephone or postal enquiries or direct referrals from other agencies, as directed and allocated by the Coordinator
4. To maintain equipment, arrange storage, security and maintenance of equipment as appropriate.
5. Undertake a range of garden maintenance, including lawn cutting and small hedge cutting.
6. Operate and maintain a variety of DIY/Gardening electrical equipment/Tools, whether supplied by Age UK Bromsgrove, Redditch and Wyre Forest or self- owned, in accordance with the manufacturer's recommendations.
7. To assist the coordinator in carrying out client surveys and any other quality assurance processes as required by the Organisation.
8. To keep electronic/manual records and pass on to the coordinator, ensuring security of personal data at all times.
9. To undertake any other duties as required commensurate with the skills of the post holder and requirements of the Organisation.

10. To handle client's money appropriately in accordance with Age UK Bromsgrove Redditch and Wyre Forest's money handling policy. Take payment for completed work whether by cash/cheque in a timely fashion for banking same with the Admin/Coordinator.
11. To keep work records as requested, in line with data protection and confidentiality and ensure time sheets are returned and signed to the office on time. To inform the office of any missed visits and calculations.

## **OTHER INFORMATION**

- Age UK Bromsgrove, Redditch and Wyre Forest is committed to equal opportunities, principles and practice.
- All staff, in their particular roles and working collaboratively, will be expected to pursue the aims and objectives of Age UK Bromsgrove, Redditch and Wyre Forest set out in the overall strategic plan of the Organisation.
- All staff must work within the policies and guidelines adopted by the Organisation (see Staff Handbook).
- All staff will participate in the supervision and appraisal systems adopted by the Organisation.
- Age UK Bromsgrove, Redditch and Wyre Forest is committed to staff and organisational development, we will identify training needs and will expect and encourage the involvement of all staff in meeting them appropriately.