

SOUTH WEST MIDDLESEX CREMATORIUM BOARD

Job Profile

Job Title:- Gardener Grade:- Scale 2

Reports to:- Head Gardener

CONTEXT

Keys tasks in any job may be varied and the post holder will be expected to take on such variations consistent with the level of responsibility of the post.

Context for the specific role

1. PURPOSE AND RESPONSIBILITIES

- To respect the bereaved and all users of the crematorium, and to do all that is practicable to meet their needs as defined by The Board and The Charter for the Bereaved.
- Support the Head Gardener, to ensure that the Garden of Remembrance and grounds are maintained to the very highest level, to meet the published maintenance standard.
- To help all visitors, many of whom will be recently bereaved, having due regard to the sensitivity of the service.
- To ensure that all duties are carried out in accordance with the Crematorium Health and Safety policy.

Main Duties

- To execute the seasonal grounds maintenance programme for the Garden of Remembrance and grounds, giving due regard to the upkeep of the lawns, borders, memorial beds, ornamental features, hedging and trees, as instructed by the Head Gardener. Occasional weekend maintenance of plants & grounds during unseasonal weather conditions.
- Carry out planting schemes in accordance with agreed plans (beds, baskets etc.)
- To use any machinery or plant in the performance of grounds maintenance duties, ensuring that the equipment is used and maintained in accordance with manufacturers instruction manual and stored securely when not in use.
- Make proper use of all personal protection equipment that is provided.

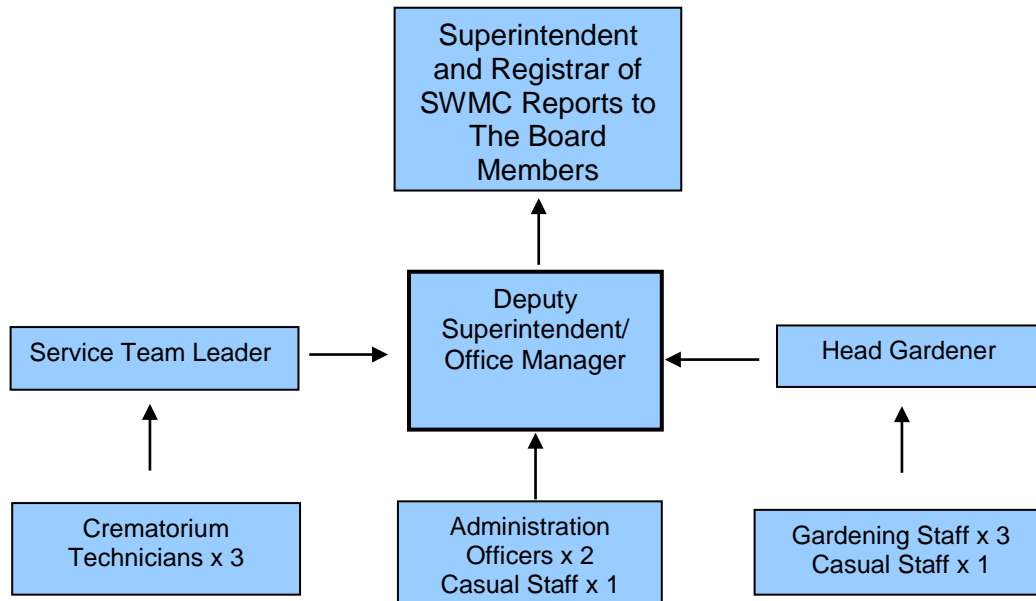
- Removal of floral tributes, emptying of litter bins and sweeping of all hard surfaces, including the main drive, paths and the Crematorium forecourt and display areas.
- From time to time be available to assist in the control of parking.
- To install new memorial plaques and remove expired memorials, as directed by the Crematorium Office/Head Gardener.
- To carry out annual maintenance of memorial benches.
- Carry out any other duties commensurate with the level of the post, as directed by the Head Gardener.
- To promote a positive image of the Crematorium service by assisting with community events such as Memorial Services and Open Days.
- Undertake all relevant and compulsory training.
- To undertake all duties and inter-actions with employees, partner providers and customers fairly, without unlawful discrimination and with due regard to the Board's Diversity and Equality in Employment and Service Delivery policies, and to maintain a working environment in which diversity is respected and responded to and equality of opportunity is promoted.
- Ability to work as a team.

<p>These are the key responsibilities as currently defined. Although there is an attempt to list them in priority order, priorities are subject to change and post holders should not place permanent emphasis on the location of the task within this job description.</p>

Additional details

- To be able to work flexible hours
- To promote a positive image of the Crematorium service by assisting with community events such as Memorial Services and Open Days which are usually held at evenings or weekends.
- Ability to wear a uniform

3. ORGANISATION CHART



4. VALUES AND BEHAVIOURS

Values and Behaviours	Recruitment and Selection	
I organise my work around my customers, not vice versa	Essential	Interview
I treat everyone fairly, with respect and value differences	Essential	Application/Interview
I readily accept and carry out instructions	Essential	Application/Interview

5. EXPERIENCE, QUALIFICATION, TRAINING OR OTHER REQUIREMENTS

Experience	Recruitment and Selection	
Ability to operate a range of machinery used for grounds maintenance and perform routine servicing	Essential	Application/Interview

Qualification/Training	Recruitment and Selection	
NVQ	Desirable	Application & Interview
Holder of a PA1 and PA6 certificate in the safe use of pesticides	Desirable	Application & Interview

Other requirements	Recruitment and Selection	
A good knowledge of trees, flowers, and awareness of environmental issues	Desirable	Application/Interview/Test
Experience of dealing with members of the public on a day to day basis	Desirable/Essential	Application/Interview

