SOUTH-WEST MIDDLESEX CREMATORIUM BOARD

Job Description/Role Profile

Job Title: - Gardener Grade: - 3 Salary: - 25,854 - £27,438

Reports to: - Head Gardener

**CONTEXT**

Key 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.

**Job Purpose**

To ensure, using existing skills and abilities, that the South-West Middlesex Crematorium grounds/site is maintained and presented in a manner appropriate to its purpose.

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 Charter for the Bereaved.
* Support the Head Gardener, to ensure that the Garden of Remembrance and grounds are maintained to the very highest standard throughout the seasons.
* To assist 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’s Health and Safety policy.

**MAIN DUTIES**

* To make proper use of all personal protection equipment (PPE) that is provided, and to report any defects promptly to the Head Gardener.
* Uphold all health & Safety requirements, demonstrating your commitment to a safe and productive working environment.
* To undertake all relevant and compulsory training.
* To assist the Head Gardener in all aspects of grounds maintenance work, giving due regard to the upkeep of lawns, borders, memorial beds, ornamental features, hedging and trees.
* To demonstrate proficiency in the use of Ride on Mowers, Pedestrian Mowers, Hand-held Machinery such as Hedge Cutters, Strimmer’s and Blowers in accordance with manufacturers instruction, and Hand tools such as Rakes, Spades, Forks, Hoes, Long Handled Shears and other garden maintenance equipment all to be stored securely when not in use, to tend to beds, borders and containers.
* To install new memorial plaques and the removal of expired ones, as directed by the Head Gardener, Crematorium Office, Deputy Manager and/or Manager and registrar.
* Waste management, removal and recycling of both floral tributes and the ICCM Metals Recycling Scheme, emptying of litter bins/ashtrays and sweeping of all hard surfaces, including the main drive, paths, the Crematorium forecourt, display areas and garden furniture.
* To assist in car parking duties when necessary.
* Carry out any other duties commensurate with the level of the post, as directed by the Head Gardener/Deputy Manager or Crematorium Manager and Registrar.
* The ability to work within a team and as an individual.
* To undertake all duties and inter-actions with colleagues, 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.

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.

**Additional details**

* To exhibit flexibility in both working hours and adaptability to meet the diverse needs and demands of the role.
* 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.
* Willing to learn new skills.

Name/Signature: Date: