



## **Gardener Job Description**

### **Purpose**

To be responsible for the maintenance and upkeep of the Crematorium's gardens under the guidance of the Head Gardener. Demonstrating initiative in the development and enhancement of the grounds ensuring that a professional image of the site and Company are always promoted.

### **Responsibilities**

#### **Gardening**

- To carry out all gardening duties necessary to maintain and upkeep the Crematorium's gardens including grass cutting, tree work, removing weeds and planting.
- Under the guidance of the Head Gardener, to be aware of the location, types and allotment of garden memorials; if requested, liaise with the Memorial Team and/or clients in order to assist with these matters
- To ensure regular clearance of items from memorials left by the public, including dead flowers, plants, glass vases and any unauthorised ornaments, under the guidance of the Head Gardener.
- To assist with the cleaning and maintenance of garden furniture, particularly those under memorialisation
- To carry out maintenance and care of plants in the Chapel and waiting area.
- To maintain all gardening equipment and machinery in full working order, where possible carrying out repairs
- To assist with the construction of memorials alongside the Head Gardener.
- To liaise with the Memorial Team for the mounting of plaques.
- To maintain and clean the memorial areas, boulder stones, seats and equipment

#### **Car Park**

- To ensure that the car parks, entrances and forecourts of the crematorium are clear and tidy prior to each days' services including carrying out a daily litter patrol to ensure excellent presentation of the crematorium.

#### **Health and Safety**

- To be fully conversant with the company's Health and Safety policy, ensuring compliance at all times.
- To know and follow the Health & Safety at Work Act, the Environmental Health Act.

**The above is not an exhaustive list, and the job holder will be required to carry out other reasonable duties as and when required.**

### **Required Key Skills & Competencies**

Physically in good shape and able to carry out a physically demanding job. Able to lift heavy objects and remain on your feet for long periods of time.

Experience of and ability to handle a range of machinery and powered hand tools and an interest in and willingness to learn about plants and gardening techniques.

Demonstrates the ability to follow instructions and guidance from others and shows initiative.

Pro-actively seeks to obtain the information required to do the job. Passes on accurate and timely information including reporting necessary repairs or needing tools and / or equipment.

Ability to deal with bereaved and potentially distressed persons in a sensitive and compassionate manner.

Demonstrate flexibility and remains positive and proactive at all times.

Ability to anticipate and respond to the needs of the Company and its customers, looking for and using opportunities to exceed customer expectations and ensuring consistent quality in all their dealings with employees and customers.

Support the training and development of apprentices, work experience students and new staff when required.

Demonstrates excellent timekeeping and attendance, good personal organisation and uses time effectively.

Passionate about providing a high level of service to ensure the Crematorium, Chapel and grounds look immaculate.

Knows and follow the Health & Safety at work Act and the Environmental Health Act.

Able to work well in a team, helping and supporting others.

At all times behave, dress and act in a manner befitting the position held and the nature of the company's business. Employees are expected to wear a Company uniform.

Participate in any ROTA's as instructed by the Site Manager or as laid down by Senior Managers of the company, if necessary. In particular for weekend services, security, Service of Remembrance.

Take ownership of your own Training and Development and to partake in any training deemed necessary by the line manager or management.

### **Desirable Skills & Competencies**

Experience of and ability to handle a range of horticultural machinery and powered hand tools.

In-depth knowledge of plants and gardening techniques.