

Ballybeg Community Development Project Ltd

Job Description for the Position of General Operative Gardener

Place of Work: Ballybeg Greens, Ballybeg Community Development Project, The Parish Centre, Ballybeg.

Hours of Work: Times to be arranged with Horticulture Coordinator/CE Supervisor

Reporting to: Horticulture Coordinator.

- To assist with the maintenance of the garden site in general and the Garden Centre specifically; weeding, pruning, watering, staking and dead-heading.
 - To mow lawns and strim/spray within the overall Community Campus.
 - To assist with the care and maintenance of stock within poly-tunnels
 - To keep an inventory of horticulture tools and machinery, and to keep all items in good condition
 - Maintain all garden equipment and report and loss or damage.
 - Keep inventory of all tools and equipment
 - Maintain a log in and out book of all equipment and tools.
 - To load and unload garden supplies and equipment
 - To clean the Garden Centre area and remove rubbish
 - To open and close the Garden Centre gates as part of a rota system with other staff
 - To be constantly vigilant against all types of stock loss, i.e. waste, theft, breakage, etc.
 - To have proper regard for all Company property and equipment and report all faults that may occur.
 - The nature of the Garden Centre and its small team is such that flexibility is paramount and this requires the post holder to cover for others if necessary and to also work some weekends.
 - To undertake any other duties that may reasonably be requested appropriate to the job.
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- **Personal Requirements**
 - The ability to work as part of a team and take direction
 - The ability to undertake manual and sometimes heavy work
 - Good communication skills and an ability to deal with members of the public
 - An interest in horticulture/Gardening