	<b>Position Description</b>
	<b>GARDENER</b>

**Responsible To:** Head Gardener

**Accountable To:** The Chief Executive Officer through the Operations Manager

**Condition of Employment:** Bethsalem Care Aged Care Employees Enterprise Agreement

**Appraisal:** On completion of SIX (6) month probationary period and then annually.

**Personal Attributes:** The incumbent must maintain strict confidentiality in the performance of their duties at all time in line with Bethsalem Care's Confidentiality Policy and must also demonstrate the following personal attributes:


- Be honest and trustworthy.
- Be respectful and compassionate.
- Demonstrate sound work ethics.
- Demonstrate a positive and proactive attitude towards customer service and teamwork.

**ESSENTIAL Criteria:**

- Minimum 3 years' experience in a similar role.
- Demonstrated skill in horticulture and garden maintenance in a large well-established garden with a strong focus on sustainability.
- Excellent understanding of irrigation systems.
- Experience with paving and landscaping.
- Self-motivated and able to work unsupervised.
- Physically fit and able to undertake the role safely and efficiently.
- Ability to demonstrate initiative and be a self-starter.
- Effective communication and problem-solving skills.
- Sound working knowledge of WHS legislation and practices.
- Capability with the Microsoft Office suite of products.
- Current and un-encumbered Nationally Coordinated Criminal History Check (NCCHC).
- An understanding of and commitment to staff, resident and visitor safety.

**DESIRABLE Criteria:**

- Certificate III or IV in Horticulture, landscape design or construction
- Knowledge and experience in garden design.

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The incumbent will be responsible for the following outcomes:

- Develop and maintain Bethsalem Care and GreenBriars Village grounds and outdoor areas.
- Maintain all external amenities and furniture.
- Provide guidance and support to staff and volunteer gardeners.
- Support and assist with maintenance and handyman activities if required.
- Liaising with the Head Gardener daily and following all reasonable directions.
- Must adhere to correct and safe work practices, duty statements, procedures and policies.
- Be responsible for informing staff of changes to practices, routines and other issues that directly affect the staff, residents and volunteers.
- Be flexible and adaptable to changing priorities and routines as necessary, to ensure the safe and effective maintenance of the gardens.
- Understand and be committed to working in accordance with the vision, mission and value statements.
- Attend all required education sessions to ensure currency of skills and knowledge is maintained and enhanced. Some of this training is specific to the Aged Care environment and is mandatory.
- Promote and participate in a working environment that ensures harmonious and productive working relationships with all stakeholders.
- Any other duties as may reasonably be required to meet the objectives of the organisation.
- Gardens are maintained both aesthetically and organically. **Measure:** Overall appearance; health of plants/green areas.
- Outdoor areas are kept clean and tidy, paying particular attention to entrances. **Measure:** Cleanliness, safety and appearance is maintained at all times.
- Compliance with all WHS requirements. **Measure:** 100% compliance with reporting and consultation requirements. Zero injuries or accidents as a result of non-compliance with policies or procedures, poor maintenance or workmanship. Any identified hazards are attended to promptly.
- All outdoor facilities and equipment are maintained in good repair. **Measure:** Upkeep and repairs are undertaken in a timely manner; general appearance monitored and maintained to a high standard.

#### Responsibilities:

#### Key Performance Indicators:

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### GARDENER

#### Work Health and Safety Responsibilities:

- Abide by all WHS policies and procedures to ensure your own safety and the safety of those around you.
- Report all hazards, incidents, injuries, “near misses” and unsafe work practices in the workplace to your supervisor.
- Consult with management, supervisors and other employees concerning any policy, procedure or work place issue that affects their health and safety at work.
- Ensure the proper use of all equipment provided for health and safety purposes.
- Not be impaired by the influence of alcohol or drugs while at work.
- Support any injured worker during the return to work process.

We aspire to being a supportive community informed by the biblical values, and will do this by:

#### BETHSALEM CARE VALUE STATEMENT:

- Showing integrity and openness
- Being respectful to all people
- Promoting dignity and justice
- Providing compassionate care
- Being a supportive community
- Striving for clinical excellence
- Managing our resources efficiently and effectively
- Fostering collaborative partnerships
- Being compliant with the legislated requirements of the services we deliver.

By signing below, I confirm that I:

- have read, understood and agree to meet the expectations of the above position description;
- have the necessary medical and physical fitness to safely undertake the work related to this position; and
- possess the knowledge, skills, and ability necessary to undertake the role as described above.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor/Administrator Name:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_