



**Job description: Post of Temporary Assistant Gardener/Handyman**

The person appointed will be responsible in all matters to the Chief Executive & through her to the Directors. He/she will work closely with the company's existing Gardener/Handyman in carrying out day to day tasks.

The post will be based at Laurel End, Polesworth but will involve work at all company homes in Polesworth, Dordon & Atherstone and at service users own homes within the same area. This is a temporary post for a fixed term of three months.

Tasks will include:

1. To maintain the lawns and garden areas at Laurel End to a high standard.
2. To assist with the care of chickens and supply of eggs at Laurel End.
3. To assist with the maintenance & upkeep of gardens at other Company homes.
4. To undertake household maintenance tasks as required at the Company's homes (though not those requiring the services of a qualified craftsman, electrician, plumber, etc.).

The scope of these tasks will cover a wide range of duties, including erecting & painting sheds & fences, laying slabs & turf, cleaning & rodding drains/unblocking toilets, PAT testing, fitting flooring, hanging pictures etc., painting, fitting & moving of furniture. Occasional contribution to larger scale projects such as bathroom & kitchen fitting will be required.

5. To maintain tools and equipment in a good state of repair in order to assist in carrying out the above tasks.
6. In undertaking the above tasks, to seek to engage people who use the Company's services, to engage them in meaningful activity and enable them to develop skills and abilities.
9. To drive the Company's vehicles as required in pursuit of the above tasks.
10. To attend staff meetings or other meetings as required by the Chief Executive.



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11. To attend formal supervision as required by the Chief Executive.
12. To participate in appropriate training.
13. To undertake any other duties which the Company may from time to time require.

**N. B.** It is expected that the work will normally be undertaken on Mondays to Fridays, but occasional weekend work will be required. It should be noted that much of the work is of a physically demanding nature.

**CONFIDENTIALITY**

Matters relating to residents and the overall policy of the Company are confidential and, except in the interests of a service users development, should *not* be discussed with people outside the Company.

Any breach of confidentiality is a breach of Company rules and will be seen as a disciplinary matter.

LAS: 08/02/2017, 06/07/2021