

Job Description:
Grounds Person, Winter Garden

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| Function: | Sodexo Universities  |
| Position:  | Grounds Person  |
| Job holder: | TBC |
| Date (in job since): | TBC |
| Immediate manager (N+1 Job title and name): | Grounds Supervisor |
| Additional reporting line to: | Assistant Facilities & Workplace Experience Manager  |
| Position location: | University of Greenwich, Avery Hill Campus, Winter Garden  |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| * To contribute to the efficient and effective day to day running of the Winter Garden.
* To carry out essential gardening work while adhering to H&S standards, and provide a positive experience for all staff, students and visitors to the Winter Garden.
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| 2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department. |
| Accommodation  |  |  | Systems |  |  |  |
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| Characteristics  | This is a hands-on role that will involve personal input / action within all facilities service functions |

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| 3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. |
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| **4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| * To provide grounds upkeep for the Winter Garden at the University of Greenwich, Avery Hill campus.
* To comply with company, client and statutory regulations relating to health and safety, fire hygiene, COSHH and safe systems of work.
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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Ensure the upkeep, tidiness of the plants, beds, paths within & around the Winter Gardens.
* Be a key holder – to open & close, secure the building (closed for lunch for 1 hour)
* Carry out gardening work including watering, pruning, propagation, digging, weeding etc.
* Carry out adjustments to the ventilation, monitor & report defects in the heating, watering systems & to clean low level internal glazing.
* Give members of the public information in respect of the building & its history and the plants within.
* Supervise & report any inappropriate behaviour.
* Be familiar with the names / particular requirements of various plants
* Implement under supervision a range of improvements to planting schemes.
* Ensure that the relevant health & safety measures are complied with.
* Work all weekends, Bank Holidays except for Christmas Day, Boxing Day & New Year’s Day
* Be able to cover 28 days annual, by prior arrangement.
* Attend training courses/sessions relating to your scope of duties
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| 6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities. |
| * Comply with Company and statutory regulations relating to Health and Safety, fire hygiene, COSHH and safe systems of work.
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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
|  Essential* Relevant horticultural qualifications / experience
* Knowledge of H&S and willingness to learn
* Bring experience of working in local community groups
* Have a keen interest in tropical & temperate plants, and the history of the building, with a willingness to undertake further training.
* Previous experience of working and communicating with the public
* Experience of using garden tools
* Excellent communication skills.
* Able to work on own initiative, individually and within a team.
* All employees are expected to adhere to Sodexo health and safety regulations and Equal opportunity regulations

Desirable* Knowledge of ponds plants and fish
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| 8. Management Approval – To be completed by document owner |
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| Document Owner |  |

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| Managers Name: |  |
| Managers Signature: |  |
| Date: |  |
| Employee Name: |  |
| Employee Signature: |  |
| Date: |  |