

<b>Title</b> <b>Gardener/driver/handyperson</b>	<b>Department</b> <b>Youth, families and social work division</b>	<b>Post Ref.</b>
<b>Job Purpose</b> To undertake driving duties and to assist in ensuring all health and safety requirements are met and the buildings and grounds are in good repair and are well presented.		
<b>Key Responsibilities</b>  1. To maintain and preserve the gardens, grounds and pathways in good condition and to plan out flower beds and shrubberies for the benefit of the residents  2. To carry out horticultural operations as may be required from time to time e.g. planting, pruning and seeding  3. To maintain equipment used in the gardens in good working order  4. To control the Central Heating System to maintain the required temperatures and to keep in clean and tidy condition the Boiler House  5. To carry and store deliveries to the Home of provisions, supplies and equipment as necessary  6. To assist in the cleaning of internal windows, walls and ceilings as required  7. To disinfect and keep clean condition, wastes, drains and other installations on a regular basis  8. To maintain in good working order all lighting points in the Home i.e. replacement of light bulbs etc.  9. To undertake routine weekly maintenance of the Home's vehicles and advise the authorised officer of fuel requirements	<b>Key Accountabilities</b>  1. Understand and put into practice the Council's commitment to excellent customer service 2. To use resources efficiently and exemplifies a considered and professional approach to the management of risk 3. To identify opportunities for improvement and the achievement and maintenance of a high standard of quality and efficiency. 4. To maintain effective working relationships with colleagues 5. To treat all customers with respect and dignity and ensure confidentiality of information in respect of records kept, information on service users and any tasks undertaken within county council and relevant legislation 6. To maintain effective working relationships and contribute to an environment that is safe, considerate, and supportive to all. 7. In accordance with relevant legislation to take care of your health, safety and welfare and that of other persons who may be affected by your work and duties. 8. To have an understanding and commitment to the councils values on equity and diversity 9. To be proactive in ensuring the environment is maintained, developed and meets the needs of the client group	

10. To drive the vehicles as requested outside and inside normal working hours to hospital appointments, GP appointments, daily activities, holidays and youth group activities  11. To undertake minor maintenance repairs to the building  12. To undertake all safety checks as required and record appropriately  13. To dispose of all waste and disposable materials as necessary	
<b>The post holder will perform any duty or task that is appropriate for the role described</b>	

<b><i>Person Specification</i></b>	
<b><i>Education and Knowledge</i></b>  1. Driving Licence 2. Some knowledge of heating, gas and electrical systems 3. Some knowledge of Health and Safety policies and procedures 4. Some knowledge of fire safety policies and procedures 5. An understanding of Equal Opportunities and a commitment to the County Council's Policy	<b><i>Personal skills and general competencies</i></b>  6. Puts into practice the Council's commitment to excellent customer care.  7. Works efficiently and effectively and actively looks for ways of improving services and outcomes for customers.  8. Works well with colleagues but also able to work on their own initiative.  9. Shares the Council's commitment to providing a safe environment for customers and staff and also treating all with respect and consideration
<b><i>Experience</i></b>  10. Experience in building and grounds maintenance	