

**JOB DESCRIPTION**

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| **Job title**  | Housing Services/Central Services Maintenance: Gardener and Cleaner |
| **Responsible to**  | Housing Services Manager/Central Services Manager |
| **Remit of the post covers**  | North Kent |
| **Department**  | Housing Services/Central Services |
| **Hours**  | Part time, 19.5 hours per week  |
| **Salary**  | £9.50 per hour |
| **Length of contract**  | Permanent  |
| **Location**  | Dartford – Office base |
| **Reference** | HG1 |

**Purpose of the Post**

This post is to; carry out routine garden maintenance, to achieve gardens and lawns that are tidy, and environmentally friendly, and to promote tenant inclusion in gardening for North Kent Mind’s Housing Services.

The post also requires maintenance of the Almshouses Garden in Dartford for one day per week.

**Structure of the Post**

The gardener will be supervised and managed by the Housing Manager/Central Services Manager and be accountable to the Board of Trustees of North Kent Mind.

The post will be based in the North Kent Mind Offices at The Almshouses, West Hill, Dartford, but travel to other North Kent Mind sites and external meetings will be regularly required, for which travel expenses are payable. It is a condition of employment that the postholder is prepared, whenever applicable, to travel to and work at any of our premises as required within reasonable travelling distance on a temporary or permanent basis. This mobility is essential to the smooth running of our business.

**A: DUTIES OF THE POST:**

These duties apply to all North Kent Mind Staff, whichever service they work for.

1. To work within a framework which:

* Abides by all the policies of North Kent Mind, including Equal Opportunities, Confidentiality and Health and Safety.
* Promotes Social Inclusion, Empowerment, Well-being and the Recovery Model
* Respects, encourages and builds on individual clients’ coping strategies, skills and autonomy.
* Maintains good liaison with any other outside agencies as is necessary.
* Promotes good joint working, links and cross-referral with North Kent Mind colleagues

2. To participate in supervision and appraisal

3. To attend Staff Meetings and service team meetings.

4. To attend training/meetings and some annual events as required

5. To undertake any other duties which the CEO or Board of Trustees may, from time to time, reasonably delegate or assign.

**B: DUTIES OF THE POST: SPECIFIC (Gardener - Housing Services)**

1. To maintain and develop the gardens.

2. Undertake grass cutting, weed control and leaf raking.

3. Plant new trees flowers and plants using organic gardening methods and techniques where possible.

4. Maintain plant tubs and baskets.

5. To use an electric mower and powered hand tools as and when necessary to make sure all garden equipment is correctly maintained and serviced.

6. Clear rubbish and litter away from the gardens.

7. Advise on the costs of plants and any work which needs to be undertaken.

8. Ensure a safe working environment for everyone using and working within the gardens.

9. To always engage tenants where possible in the gardens and their development.

10. Maintain up to date knowledge of health and safety rules and legislation.

11. Other gardening/ landscapes/ outdoors duties (pavements, patios, fences, gates, sheds, etc.).

11. Work closely with the Housing Maintenance Worker.

12. Work closely with admin team (finance & maintenance Administrators) to ensure cleaning checklists, COSHH Risk Assessments, Flushing Waters and other H&S procedures are completed regularly, accurately, kept up to date and stored electronically.

**B: DUTIES OF THE POST: SPECIFIC (Gardener – Central Services)**

1. To maintain the Almshouses Garden at the North Kent Mind offices in Dartford.

2. Clear rubbish and litter away from the garden.

3. To work and supervise volunteers who wish to help maintain the garden and ensure a safe working environment.

4. To carry out general maintenance work such as clearing gutters etc.

**C: DUTIES OF THE POST: SPECIFIC (Cleaner - Housing Services)**

1. General cleaning of communal areas in all properties.
2. Vacuum cleaning of all communal areas.
3. Dusting surfaces as required within all communal areas

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1. Other cleaning duties as required (for example; after a property has been refurbished in-between tenancies)
2. Cleaning of communal staff toilets.
3. Property Windows cleaning.
4. Woodwork cleaning duties.
5. Deep cleaning of VOID flats.
6. Deep cleaning service tenants flats. Complete cleaning assessment of the individual property, support Housing Manager to quote the service and arrange appointments with tenants, support workers and manager to complete deep cleaning service.
7. Support maintenance worker clearing VOID flats when need (for example: moving bulks, bringing in new equipment, putting furniture together, etc.)
8. Work closely with admin team (finance & maintenance Administrators) to ensure cleaning checklists, COSHH Risk Assessments, Flushing Waters and other H&S procedures are completed regularly, accurately, kept up to date and stored electronically.

This list is not exhaustive duties can be added in discussion with the post holder.