

JOB DESCRIPTION: Gardener/Facilities & Hospitality Assistant

Employer: United Christian Broadcasters Limited

Reporting to: Head of Facilities & Hospitality

Location: Broadcast Centre, Hanchurch, Stoke-on-Trent
Operations Centre, Burslem, Stoke-on-Trent.

Hours: Full time, 36.25 hours per week Monday– Friday between 8-00am and 5-00pm; some flexibility will be required due to the nature of the job

Main Purpose of Job:

To ensure the gardens and grounds at both sites are maintained to a high standard throughout the year. To work closely with other staff assisting in the garden, providing guidance where necessary.

Position in Organisation:

Reports to: Head of Facilities & Hospitality

Duties and Key Responsibilities:

- ❑ To ensure the gardens and grounds at both sites are maintained to a high standard throughout the year.
- ❑ To develop and follow the rolling maintenance plan for the grounds and gardens, including jobs such as potting plants, weeding, mowing the lawns, cutting back plants etc.
- ❑ Maintenance and painting of the arbours and seating areas in prayer garden
- ❑ Maintenance of the pond
- ❑ Cutting of boundary hedges and formal hedges around prayer garden and UCB bank
- ❑ Maintaining shrubs and hedges on both sites
- ❑ Maintaining climbers on studio walls and on veranda and outside staff entrance
- ❑ Watering of pots and hanging baskets
- ❑ Advising the Head of Facilities & Hospitality regarding assistance with any heavy work required
- ❑ Operating the ride-on mower
- ❑ Assisting the Facilities and Hospitality team should adverse weather prevent working outdoors and at times when garden maintenance is less busy I.e. In the winter. To include:
 - ❑ Cleaning within the offices, kitchen and dining room.
 - ❑ Using a commercial dish washing machine
 - ❑ Driving to wholesalers and to railway station or airports to collect UCB guests
 - ❑ Cleaning and linen management of the bedrooms
 - ❑ Helping the maintenance team under supervision.

Qualifications, Knowledge, Experience and Skills:

- ❑ The ability to understand and follow written instructions in order to use equipment and products in a safe manner
- ❑ Practical experience and ability in a range of horticultural tasks
- ❑ Demonstrable experience gained within a grounds maintenance environment
- ❑ Excellent understanding of Health & Safety at work policies and procedures
- ❑ Must have a relevant qualification such as RHS Level 2 Certificate in Horticulture or City and Guilds National Certificate in Horticulture
- ❑ GCSEs Maths and English
- ❑ Enthusiasm for working outdoors in all weathers
- ❑ Willingness to learn new skills & undertake any necessary training
- ❑ Must be computer literate working confidently with Microsoft Office Suite

Person Specification:

- ❑ The commitment to participate in daily prayer time in order to promote team unity
- ❑ Be an Ambassador for Christ and UCB delivering a distinctly Christian service to colleagues and supporters
- ❑ Be prepared to witness to the life changing message of Jesus and lead people to Christ as appropriate
- ❑ To develop ways of introducing UCBs story in a manner that is relevant and engaging
- ❑ Must be flexible with a positive can do attitude
- ❑ Physically capable for heavy lifting
- ❑ The ability to work as part of a team
- ❑ Enthusiasm for gardening

Such other duties as the leadership team may from time to time reasonably require

Dated: July 2019

This Job Description does not form part of your Contract of Employment