Company Name: STRAWBERRY FIELDS

Policy No: 01-1312	Authorised:	Date:
JOB DESCRIPTION - *HANDYMAN / GARDENER*		

JOB TITLE: Handyman / Gardener

ACCOUNTABLE TO: Proprietor

RESPONSIBILITIES:

1. To regularly check fabric of the buildings and grounds and to advise the Proprietor of any repair work that may be required.
2. To undertake any such repair work as directed by the Proprietor where safe and practical to do so, and with due regard to Health & Safety rules.
3. To undertake simple repairs to plant installations and equipment as directed by the Proprietor, where safe and practical to do so and with due regard to Health & Safety rules.
4. To maintain gardens neatly and with due regard to safety matters. To mow lawns and tend to flower beds and borders as required.
5. To clear away rubbish and debris from the garden and grounds, bagging up for waste disposal or composting, as appropriate.
6. To ensure the safe and secure storage of all hazardous materials, including paints, creosote, drain cleaners, fuel and oil for petrol mowers / strimmers, pesticides, herbicides and other garden materials, in accordance with the requirements of the *C.O.S.H.H. Regulations* (latest revision). To maintain an up-to-date file of *C.O.S.H.H.* Data Sheets for these hazardous substances.
7. To ensure the maintenance and safe and secure storage of garden equipment, including mowers, strimmers and hedge cutters.
8. To undertake other duties, as necessary.

SIGNATORIES:

Job Holder:	_____ *(Name)*	_____ *(Signature)*	_____ *(Date)*
Manager:	_____ *(Name)*	_____ *(Signature)*	_____ *(Date)*