



## **JOB AND PERSON PROFILE FOR:** **GARDENER**

<b>Salary:</b>	£7.50/hr
<b>Hours/ Week:</b>	40
<b>Status:</b>	Full Time Employee

### **Main Purpose of the Job:**

- The role of the Gardener is to maintain the public site to a high standard at Jimmy's Farm. Primary tasks will include the clearing, weeding, planting and general maintenance of the 'Public Farm.' The role is incredibly diverse and calls for someone practical, physically fit, forward-thinking and able to work alone creating and focusing on the appearance and outward look of the farm.

### **Reporting Relationships:**

- Line Manager – Michaela and Jimmy Doherty
- General Manager – Tanja Sadler

### **Main Activities and Responsibilities:**

- To ensure work is carried out efficiently and to a high standard. To maintain a good working relationship with the Head Gardener and to keep motivated insuring the farm's needs are met.
- To have partial responsibility for running the kitchen garden. Producing a yearly planting plan with the Head Gardener setting out a detailed working schedule of crops to be grown.
- Liaising closely with the Head Chef and Restaurant Manager to make sure crops grown are suitable for the menu on offer. Ensuring fruit and vegetables are cross-charged between the Garden and Kitchen at competitive market value. To measure, weigh and record keep all produce 'sold' to the kitchen and present this to the Farm Book Keeper on a monthly basis.

- Ensure the crops are grown in a manner that produces a steady supply to the kitchen avoiding gaps or gluts in production.
- To use knowledge of social science and to maintain the kitchen garden throughout the year to encourage healthy plants and optimum production. To order all vegetable seed ensuring orders are placed at the correct time choosing suitable varieties and cultivars while keeping costs to a minimum.
- Design the layout of the kitchen garden and implement the planting plan. Allocating crops the correct growing space and allowing for succession planting.
- Ensuring the plot looks aesthetically pleasing, weeded and clean for visitors to the garden with as many educational and informational signs as possible.
- Harvesting crops regularly and liaising with kitchen staff to ensure crops reach the kitchen in perfect condition and at the opportune time for kitchen preparation. Ie Early morning.
- To be responsible for all propagation. To set up a propagation area in Spring, using correct horticultural techniques. Closely monitor seedlings and young plants to make sure they are given the correct growing environment to thrive before being planted out at the appropriate time.
- To be responsible for plant selection. Planting out and maintaining all other vegetable production areas such as the poly tunnel and for developing these areas within the budget available.
- Responsibility for production of pea-shoots and salad crops to provide the kitchen with a continuous supply -working three weeks ahead and liaising with the kitchen staff to take into account busy and quiet times and adjusting supply accordingly.
- To be responsible for all ornamental areas of the farm. Tasks will include: pruning, deadheading, weeding and mulching.
- Maintain all plant containers and hanging baskets. Responsible for selection, growing or purchasing of container plants and ensuring the containers are maintained and look presentable especially at busy time and during school holidays.
- To provide cut flowers and potted plants to the restaurant whenever possible and continue to increase production of these to reduce the need for buying in from an outside source.

- To be responsible for planting in the Butterfly house. To select appropriate plants taking into consideration nectar/pollen plants for the butterflies, the ornamental factor for visitors and ensuring plants are suitable for growing conditions. To maintain all planting and ensure it looks presentable for visitors.
- To carry out a weekly check of all horticultural areas of the farm. Recording and highlighting tasks that need to be undertaken and creating a weekly job list.
- To maintain good records of garden production and development and to keep your Line Manager updated with on-going works.
- To purvey a friendly and outwardly open manner for the visiting public to feel able to ask questions about the gardens and the farm. To be as approachable and as informed as possible on all activities taking place at the farm.
- To ensure visitor interest and safety is in line with the Health and Safety Executive Guide lines.
- To create and push forward ideas for the improvement and maintenance of the gardens.
- To work efficiently and quickly. To ensure all tools are maintained, cleaned and returned to their correct storage space at the end of each day.
- To mow, strim and maintain the gardens.
- To maintain the greenhouses and ensure their tidiness and cleanliness. Regularly weed around this area and ensure any areas on public view are tidy – including ‘working areas.’
- To maintain a good compost heap ensuring it is regularly turned and ready for use.
- To maintain, fix or create all water pipes needed in relation to the gardens and butterfly house.
- To arrive at work on time and in uniform looking clean and presentable. A uniform will be provided. To ensure the wearing of steel toe-cap boots.
- To be fully prepared to fix problems as they arise and be as adaptable as possible. This may mean that the role calls for employees to work with the animals on occasion, feeding and watering, fixing fencing – this list is not exhaustive.

- To be involved in the creation of courses that relate to your department to increase profit for the company. To be involved in the education department and school visits if necessary.
- To be mindful of the company ethics and create areas and spaces to enhance the visitor experience.
- To keep your Line Manager updated weekly with the running of the gardens, butterfly house and grounds and associated activities.
- To comply with all Food Hygiene, Fire, Health & Safety regulations, attending any training as required by the Company and adhering to all company policies and legislative requirements.
- To ensure a clean and safe working environment by regular tidying and cleaning of all areas in your department/charge.
- To maintain the highest level of confidentiality, ensuring that farm matters are discussed only with the Line Manager, General Manager or Directors. All farm matters must be kept confidential, internally and externally.
- As a representative and employee of The Essex Pig Company, all employees are asked to maintain the highest level of professionalism and conduct at all times as well as when attending any event or meeting on behalf of the company. As a representative of The Essex Pig Company, employees should maintain decorum, socially or otherwise.

#### **Location:**

- The Essex Pig Company, Pannington Hall Farm, Ipswich, but may, on occasions, be required to work in other locations, as necessary for the effective performance of duties.

#### **Unique Selling Points of the Job:**

- An opportunity to work on a mixed farm, open every day to the public.
- To work in a small, family run business focusing on the 'Good Life'
- Following food from field to fork.

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<b>PERSON PROFILE</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to GCSE level or equivalent.</li> </ul>	
<b>Specialist Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Experience of working in an farm/garden environment</li> <li>• Customer Service experience</li> <li>• Excellent timekeeping and organisational skills</li> </ul>	
<b>Interpersonal &amp; Communication Skills</b>	<ul style="list-style-type: none"> <li>• Ability to deal with customers and ensure customer satisfaction is achieved</li> <li>• Ability to build and maintain relationships with suppliers.</li> <li>• To work effectively with all personnel within the company and associated with the company to ensure consistency, efficiency and effective communication.</li> </ul>	
<b>Additional Requirements</b>	<ul style="list-style-type: none"> <li>• To be flexible and available to work shifts as required by the business.</li> <li>• To attend internal meetings as required and, if appropriate, provide an overview or relevant information about your area of work.</li> </ul>	

**This job description is a guideline only and is not exhaustive. You may be required to perform other duties, which are not expressly listed but are in keeping with the general purpose of your role and we reserve the right to make changes to this job description as appropriate.**