

## POSITION DESCRIPTION

<b>Position Title</b>	Volunteer Gardener	<b>Responsible to</b>	Facilities Maintenance & Purchasing Administration Officer Garden Volunteer Coordinator
<b>Team Name</b>	Garden Maintenance	<b>Version Date</b>	May 2022

### About the Role

<b>Purpose</b>	To assist to maintain the gardens of Ipswich Hospice Care site.
<b>Key Responsibilities</b>	<p>Maintain the gardens of Ipswich Hospice by carrying out duties such as:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Mowing &amp; whipper snipping</li> <li><input type="checkbox"/> Hedge Trimming</li> <li><input type="checkbox"/> Clear pathways using blower</li> <li><input type="checkbox"/> Mulching of garden beds</li> <li><input type="checkbox"/> Weeding</li> <li><input type="checkbox"/> Trimming of small tree branches, pruning roses and other shrubs</li> <li><input type="checkbox"/> Poisoning of weeds</li> <li><input type="checkbox"/> Outside cleaning, sweeping, collection of leaves</li> <li><input type="checkbox"/> Clearing leaves shade sails</li> <li><input type="checkbox"/> Garden shed stock take</li> <li><input type="checkbox"/> Garden equipment maintenance</li> <li><input type="checkbox"/> SDS Audits</li> <li><input type="checkbox"/> Observe and abide by Work Health and Safety and Infection Control requirements. Required to report potential hazards and any incidents to Garden Volunteer Coordinator or Facility &amp; Maintenance Administration Officer immediately.</li> <li><input type="checkbox"/> General volunteer duties.</li> </ul>
<b>Attributes, Skills &amp; Experience</b>	<p>Year 12 or equivalent.</p> <p>Basic level of reading and mathematics – ability to read instructions (Safety Data Sheets) and measure chemicals / poisons.</p> <p>Garden experience in a home / professional setting would be an advantage.</p> <p>Customer Service – Good communication and interpersonal skills including demonstrated experience in liaising with a range of internal and external clients.</p> <p>Demonstrate reliability and punctuality.</p> <p>Teamwork &amp; Communication - Demonstrated ability to participate as an active member of a team, consistent with the philosophy and policies of the organisation. Effective communication demonstrating understanding, sensitivity, and empathy. Positively accept instruction / suggestion and supervision. Effective interpersonal and teamwork skills.</p> <p>Technical Skills &amp; Application - Demonstrated knowledge and application of the skills required for this position, including knowledge and understanding of relevant equipment, and safe usage procedures. Flexible approach to changing situations.</p> <p>Compliance and Professional Conduct - Ensures privacy and confidentiality at all times. Work within the bounds of relevant legislation/regulations (e.g. Privacy, Fair Work, WHS, etc.). Adhere to all IHC policies and procedures including the Code of Conduct, Confidentiality Agreement, WHS. Demonstrated commitment to IHC organisational values.</p>

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Training & Other Requirements	<ul style="list-style-type: none"> <li>• Completion of orientation and mandatory education as per organisational framework</li> <li>• Must wear closed, comfortable shoes and required PPE equipment (eg hats, gloves, safety glasses or eye protection etc).</li> <li>• Sensible use of long sleeves / trousers / sun protection ie hats / sunscreen etc.</li> <li>• Sensible behavior when dealing with fauna and flora ie snakes, wasps, bees, poisonous plants etc. Self-education is highly encouraged.</li> <li>• Up to date Tetanus shots are encouraged.</li> <li>• Current Covid-19 vaccination certificate.</li> </ul>
Shift Days/Times	Monday / Friday – usually a 4 hour shift duration Maximum 15 hours per fortnight
Role Risk Assessment	Medium

Acceptance of terms and conditions of position description on commencement / review:

Volunteer Name		
Volunteer Signature		Date