

POSITION DESCRIPTION

Position Title	Rose Garden Volunteer	Responsible to	Facilities Maintenance Administration Officer
Team Name	Garden Maintenance	Version Date	March 2022

About the Role	
Purpose	To maintain the Rose Garden of Ipswich Hospice Care
Key Responsibilities	<p>Working alongside the Gardening Team, or independently performing general gardening duties such as:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Mulching of garden beds <input type="checkbox"/> Weeding and poisoning of weeds <input type="checkbox"/> Trimming, pruning, watering, feeding and assisting with control of pests or disease on the roses <input type="checkbox"/> Always adhere to Workplace Health and Safety Rules/regulations/directions regarding wearing Personal Protective Equipment (PPE), safe use of machinery, chemicals, infection control and hand hygiene. Sensible use of long sleeves / trousers / sun protection ie hats / sunscreen etc. Sensible behavior when dealing with fauna and flora ie snakes, wasps, bees, poisonous plants etc. Self-education is highly encouraged. Report potential hazards and any incidents to Team Leader in accordance with the Risk Management procedures <input type="checkbox"/> Adhere to IHC's plan for the rose garden and participate in the communication of plans, goals and practices <input type="checkbox"/> Assist with preparing the rose garden for special functions and assist with ad hoc IHC events being held in the rose garden
Attributes, Skills & Experience	<ul style="list-style-type: none"> • Year 12 or equivalent or suitable life / work skills • Basic level of reading and mathematics – ability to read instructions (Safety Data Sheets) and measure / mix chemicals correctly • Garden experience in a home setting would be an advantage (knowledge specific to the nurturing and care of Roses) or show an interest and aptitude to learn • Positively accept instruction / suggestion and supervision • Demonstrate reliability and punctuality • Effective interpersonal and teamwork skills
Training & Other Requirements	<ul style="list-style-type: none"> • IHC Orientation Course and annual mandatory education as per organisational framework. • Must wear closed, comfortable shoes and required PPE equipment (eg hats, gloves, safety glasses or eye protection etc) • Up to date Tetanus shots are encouraged • Current Covid-19 vaccination requirements are mandatory
Shift Days/Times	Tuesdays usually 4 hour shift duration
Role Risk Assessment	

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

Volunteer Name		
Volunteer Signature		Date