



**Job title: Experienced grounds person**

**Main purpose of job:**

The groundskeeper will be required to provide professional landscaping services for our entire facility. The Groundskeeper will be responsible for performing ongoing landscaping tasks, as well as routine maintenance of all equipment. We have several gardens on our property and a large outdoor patio area that require regular maintenance.

**Key responsibilities**

People – Respect other roles and parts of the business, we are all working towards a common goal.

Inspire and motivate all personal to be the best they can.

Providing coaching, support, and mentoring, if required.

Customer service – Deliver the companies stated mission with exceptional service and venue standards for the wedding party, their guests plus new prospective clients.

Financial – Understanding all financial targets, forecasts and budgets and strive to deliver or exceed them through control, efficiency, and improvement, within you department.

System and process – Full compliance of all operating controls, SOP's, policies, procedures, and service standards.

**Department:** Operations

**Position reports to:** Logistics Manager

**Position is responsible for:**

The care, generation, and maintenance of the venue grounds.

### **Main duties**

- Mow lawns, prune the bushes and trees, edge the walkways and give the grounds a manicured look.
- Operate snow removal equipment during the winter to keep all of the walkways and building entrances cleared and safe.
- Take on special landscaping or planting projects as deemed necessary by the venue manager.
- Collaborate with the maintenance team to make sure the grounds and the building are always properly cared for.
- Responsibility for the operation and maintenance of groundskeeping machinery.

**Person specification**

Factor	Essential?	Desirable?
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Groundskeeping experience</li> </ul>	<ul style="list-style-type: none"> <li>• A certification in a horticulture or landscaping would be preferred.</li> </ul>
<b>Relevant experience</b>	<ul style="list-style-type: none"> <li>• Groundskeeping experience</li> </ul>	<ul style="list-style-type: none"> <li>• 2 years plus</li> </ul>
<b>Aptitude, skills and abilities</b>	<ul style="list-style-type: none"> <li>• Must be a reliable worker who is able to perform routine tasks without supervision.</li> <li>• Strong attention to detail required.</li> <li>• Organisation</li> <li>• Pride &amp; passion</li> <li>• To be a role model</li> <li>• Ability to communicate, and connect with employees and management and take direction.</li> </ul>	

<b>Personal attributes</b>	Team Player Communication Pride & passion Astute Flexible Proactive	
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