



ASCENSION ISLAND GOVERNMENT (AIG)

JOB DESCRIPTION

JOB TITLE: Gardener/Groundskeeper/Driver
TEAM: The Residency
REPORTS TO: Head of the Administrator's Office (HoAO)

THIS ROLE REQUIRES AN ENHANCED CRIMINAL RECORDS CHECK

JOB PURPOSE:

1. Cultivate the Residency vegetable garden and Polytunnel sites so that they produce a consistent supply of vegetables and fruit all year round for use in The Residency kitchen.
2. Perform routine and extensive grounds keeping and maintenance duties at the Residency.
3. Provide occasional driving duties for the Administrator.

MAIN DUTIES:

1. To develop, cultivate and maintain the Residency vegetable garden and Polytunnel sites to produce a year-round supply of vegetables and fruit for the Residency kitchen.

Duties will consist of, but are not limited to:

- Planning a system of crop rotation to make best use of the soil and prevailing conditions and placing orders for seeds well ahead of scheduled planting;
- Grow plants from seed through to harvest, making best use of a potting shed and netted tunnels;
- Carrying out weeding, pest and wild animal control using natural/organic methods as much as possible;
- Water plants as required and organise an irrigation system to make best use of rain water capture;

- Keeping the vegetable garden and surrounding area clean and tidy and ensuring that all heavy plant, maintenance equipment and chemicals are stored safely and out of the reach of young children.
2. Work with the Hydroponics team and the Residency kitchen to identify the necessary crops to enable a regular, constant and varied supply of fruit, vegetables and salad items.
 3. Maintain a written plan of items sown and anticipated harvest time to allow the Residency kitchen to plan menus for events and dinners.
 4. Carry out general grounds maintenance duties at the Residency. These duties will consist of, but are not limited to:
 - Lawn maintenance and cultivation;
 - Plant flowers, trees and shrubs; pruning trees and shrubs to shape and improve growth and to maintain an all-year round display of color and bloom;
 - Treat lawns, trees and shrubs with fertilizers and insecticides. Appropriate measures must be taken and notices must be displayed if and when insecticides are used;
 - Rake leaves, clean and sweep litter;
 - Care for and feed the Residency chickens;
 - Operate and monitor Residency water tanks and pump systems;
 - Trim and maintain edges around paths, flower beds, walls, hedges, etc.
 - Keep all related equipment clean, maintained and stored properly.
 - Ensure that the perimeter fence is maintained, signage cleaned and security lighting maintained in good order.
 5. Perform minor repairs and maintenance at the Residency (e.g. replacing lightbulbs, window cleaning).
 6. Carry out occasional driving duties, including at night, for the Administrator using the official Flag Car.

RESPONSIBILITIES:

- Ensure compliance with Ascension's health and safety legislation and AIG's Health & Safety Policy and procedures.
- Responsible for all equipment used at work.

PERSON SPECIFICATION: Knowledge, skills, experience and personal attributes

Essential

- Non-smoker – The Residency and its grounds are a no-smoking area.
- Past experience growing a range of crops in kitchen gardens.
- Knowledge of grounds maintenance equipment and landscaping.
- Knowledge of Food Safety and Hygiene.
- Able to plan your daily work schedule, take initiative and deliver to long term targets without constant supervision.
- Able to work as part of the Residency team.
- Good communications skills both oral and written.
- Must be physically fit and enjoy outdoor work in all weather conditions.
- Must have a strong awareness of safe working practices and safety issues, especially when working around young children.
- A clean valid driving licence for class A & B vehicles is essential.

ADDITIONAL NOTE:

- The job holder must be prepared to sign a commitment to respect the confidentiality of the Administrator’s family life and Government business.

This Job Description indicates the main duties and responsibilities of the post. It is not intended as an exhaustive list.

The Ascension Island Government (AIG) reserves the right to amend this Job Description from time to time according to operational needs. Any changes will be discussed with you and confirmed in writing. Please note that you share with AIG the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.