



Job Description

Gardener

The purpose of the role is to ensure that Summerset village gardens and grounds are maintained and presented to high standards.

This job description provides an overview of the responsibilities and tasks of the role. You may be required to perform job related tasks other than those specified.



STRONG ENOUGH TO CARE



ONE TEAM






STRIVE TO BE THE BEST



BRINGING THE BEST OF LIFE

Business Unit	Operations
Department / Team	Head Office Operations
Reporting Line	Property Manager
Contribution / Responsibilities	<p>Garden maintenance</p> <ul style="list-style-type: none"> Ensure well maintained, beautiful gardens and landscapes in line with the Gardening and Landscaping Plan and Specifications for the village <p>Residents gardens</p> <ul style="list-style-type: none"> Monitor and maintain accurate records of all gardens that residents are entitled to as part of their home, maintaining them where agreed between the customer and the Village, or operating alternative arrangements (e.g. returning garden to lawn) where customer no longer wishes their garden to be maintained <p>Maintenance of buildings</p> <ul style="list-style-type: none"> Ensure the buildings, grounds and amenities are kept clean and tidy for customers, families, and staff to enjoy, facilitating removal of rubbish in line with local authority requirements <p>Planning and finances</p> <ul style="list-style-type: none"> Work with the Property Manager and Village Manager to plan, monitor, manage and report on work plans and budgets, ensuring appropriate financial processes are followed <p>Customer service</p> <ul style="list-style-type: none"> Maintain a professional, friendly, and welcoming appearance and manner for all customers, families, and other visitors <p>Summerset brand</p> <ul style="list-style-type: none"> Contribute to the culture and work of the village (including the Care Centre) and wider Summerset by proactively, positively, and collaboratively working with others Maintain and apply a good working knowledge of the appropriate legislation for the role e.g. Retirement Villages Code of Practice, Resource Management Act, Health and Safety in Employment Act.
People Leadership (if applicable)	Manage and develop direct report(s), with full accountability for all aspects of their recruitment, coaching, performance, recognition, and remuneration review within the parameters of company delegations. Foster and develop an inclusive team culture that works effectively with other teams to support Summerset's goals.
Health & Safety	Be a proactive contributor to ensuring the health & safety of our people, our customers, our contractors, and our residents. This includes conforming to Summerset's safety culture expectations of an environment of zero-harm and compliance with health and safety policies and procedures.
Qualifications and Experience	<ul style="list-style-type: none"> Relevant horticultural qualification Gardening experience, post qualification Demonstrated ability to physically deliver the range of gardening and landscaping work Excellent interpersonal skills Inclusive, participate and engaging work style Ability to identify and resolve issues High level of integrity, energy, and drive Self-starter with initiative Excellent time management Understanding of Te Reo and / or of Maori descent an advantage
Relationships	<ul style="list-style-type: none"> Village Manager, Office Manager, Sales Manager and Nurse Manager Other Summerset staff Summerset residents and visitors Suppliers and contractors

Dimensions	<ul style="list-style-type: none"> • Nil direct reports • Nil opex / capex budget
Other	<ul style="list-style-type: none"> • This job includes all the main duties and responsibilities of the role; however you may be required to do other tasks and duties, which would reasonably fall within the responsibilities and skills of the role, at the request of the Property Manager, Village Manager or Head Office Property Team.

Values		
 <p>STRONG ENOUGH TO CARE</p> <p>We treat our residents like family. We do what's right. We respect people as individuals.</p>	 <p>ONE TEAM</p> <p>We look out for each other. We take ownership and follow through. We share and listen to each other's ideas.</p>	 <p>STRIVE TO BE THE BEST</p> <p>We work hard. We like to win. We're always learning and improving.</p>

