

## Job specification and description – Handy Man/ Gardener

<b>JOB TITLE:</b>	Handy Man/ Gardener
<b>2. DEPARTMENT:</b>	Administration
<b>3. LOCATION:</b>	Flat 15, Exhibition Site Sophia
<b>4. CLASSIFICATION:</b>	Administrative
<b>5. SALARY SCALE:</b>	BS o6
<b>6. EMPLOYMENT TYPE:</b>	Full-Time Permanent
<b>7. FUNCTIONAL CONTACTS (internal and external)</b>	All Staff
<b>8. REPORTS TO</b>	Head, Administration
<b>9. JD APPROVED</b>	Head, Human Resources

### 10. JOB PURPOSE SUMMARY

Under the supervision of the Head, Administration, the Handy Man/ Gardener will be responsible for the general cleaning and maintenance of the surroundings of the GNBS and Landscaping.

### 11. FINAL OUTPUT

- An aesthetic and well maintained GNBS facility

### 12. KEY PERFORMANCE INDICATORS

- Clean buildings and surroundings free of mould,
- Cleared drains with water running freely from the GNBS building,
- Well maintained gardens with healthy plants

### 13. JOB DUTIES AND RESPONSIBILITIES

- Emptying and washing of all garbage bins.
- Clean all GNBS' facilities by sweeping/blowing and washing all areas.

**HR1200/ADM11**

- Clean all drains and gutters to maintain proper drainage.
- Perform routine landscaping as required.
- Paint the GNBS' facilities and surroundings as required.
- Identify and report the need for major repairs.
- Monitor and maintain the health of plants.
- Monitor for the appearances of termites and terminate.
- Prune and trim trees.
- Any other duty that may arise from time to time by any duly authorized officer.

#### **14. MINIMUM REQUIREMENTS**

Sound Primary or Secondary School Education

**OR**

Served at least three (03) years in the same capacity.

#### **15. SPECIFIC SKILLS & KNOWLEDGE REQUIRED**

- Must possess gardener and landscaping skills.
- Knowledge of applying pesticide and weedicide.
- Knowledge of synthetic and natural fertilizers.
- Ability to remain on your feet for long periods of time.

#### **12. VALUES AND ATTRIBUTES**

- Provides positive image of the GNBS.
- Reliability, Honesty and Trustworthiness
- Excellent communication and interpersonal skills

**HR1200/ADM11**

- Ability to exercise diplomacy and maintain composure in difficult situations.
- Demonstrates ethical and professional conduct.
- High levels of confidentiality

## **12. SPECIAL CONDITIONS OF THE JOB**

- May be required to work during the lunch interval and on weekends
- Must be prepared to travel outside of Georgetown to other branches of GNBS
- Full-time position Monday to Thursday with hours of work 07:30h to 16:00h and Friday 07:30h – 15:00h. Flexible lunch hour between the hours of 11:00h to 14:00h.
- Required to work beyond normal working hours/days to meet deadlines and deliverables
- The post of transferable