

Position Classification: Specialist/Team Leader

Responsible for:

Promoting a positive image of De Bortoli Wines Pty Ltd through undertaking gardening/horticultural tasks in order to effectively maintain and improve designated areas and surrounds to a high standard.

Leadership/Business influence: Working independently and proficiently to a point where they may be directly supervising and delegating tasks to others

Reports to: Hospitality Manager

Supervises: Grounds Assistant

Internal contacts: Hospitality Manager,

External contacts: Suppliers of consumables, Contractors

Main Functions and Activities

Horticultural Activities

- Plant, trim and prune trees and shrubs within designated areas as required.
- Undertake preparation and planting duties as directed
- Assist in the installation, maintenance and operation of irrigation systems
- Assist in the maintenance of indoor plants
- Perform general mowing, edging and turf maintenance activities
- Assist in general maintenance and construction of designated areas, grounds and surrounds, and landscaped areas

Asset Maintenance

- Ensure work sites are left in a clean and tidy condition at all times
- Report any damage or vandalism to the work site to the Hospitality Manager.
- Inspect and clean gazebo and barbecues within the site as directed
- Ensure that all plant and equipment is in safe working order for daily work including checking of safety guards and reporting any maintenance requirements to the Hospitality Manager

- Assist with performing minor maintenance on equipment, including washing and minor servicing activities
- Maintain visibility of all DBW signage.

Machinery operation

- Operate a range of horticultural equipment to carry out the necessary maintenance of designated areas, grounds and surrounds
- Ensure that plant and equipment is used and kept in a safe, clean and operational condition

Weed and Pest Control

- Assist with the recognition and prevention of garden pests and diseases using appropriate horticultural practices.
- Assist in the control of weed growth using appropriate horticultural practices.
- Store and use Chemicals according to appropriate Company Policies & Safe work practices

General activities

- Assist in the preparation of any festivals and other activities.
- Remove and dispose of rubbish and litter from designated areas
- Perform recycling activities in accordance with Company policy

Provide safe attitudes and efficient work practices

- Wear Personal Protective Equipment (PPE) as specified.
- Report all accidents, near misses and unsafe work practices/hazards to the Hospitality Manager.
- Maintain all equipment to a safe working standard.
- Work in a manner which is conducive to WH&S.
- Comply with DBW policies and procedures and ensure a safe working environment.

Essential Capabilities and Experience

- Driver's license and own transport.
- A strong interest in horticultural gardening and garden maintenance.

Position Scope - Gardener

- Demonstrated ability in the use of gardening tools e.g. hand/ride mowers, whipper snipper, blower.
- Ability to carry out manual activities including; lifting, mowing, shovelling etc.
- Work as a team member, work independently.

Incumbent Name: _____

Signature: _____

Date: _____

Managers Name: _____

Signature: _____

Date: _____