



# Volunteer Gardening Assistant

## Task Description

This task description has been designed to assist you to be clear about what you are being asked to do while volunteering with Newhaven Fort. It is intended to act as a guide and will not cover every detail of your role.

Your task description will be regularly reviewed with your named supervisor and it is there to try and ensure that you are not asked to do anything unreasonable, or that you are not qualified, or have not been trained to do.

If you have any queries about this task description, please raise them with your supervisor.

<b>Main Tasks</b>	<ul style="list-style-type: none"><li>• Designing organic fruit, flowers and vegetable plot (including liaising with catering manager to decide on produce required for café)</li><li>• Planting &amp; growing seeds</li><li>• Maintenance of fruit &amp; veg plot</li><li>• Harvesting produce and supplying café</li><li>• Keeping supervisor aware of equipment and plants needed</li><li>• Cleaning and maintenance of equipment</li></ul>
<b>Supervisor</b>	Ed Tyhurst
<b>Date of Last Review</b>	15/9/16

## Role specification

- Willingness to attend regular meeting with supervisor and on-going training.
- Need to listen to and follow clear instructions for the supervisor.
- Volunteers in this role need to be keen to work in a team
- Training in all the basic tasks in this role will be given to all gardening assistant volunteers.
- Possible further training opportunities related to this role can be discussed.
- Volunteers in this role will need to be aware of the need to wear clothing and footwear suited to outdoor gardening tasks.