

<b>Position</b>	<b>Grounds Assistant (Seasonal)</b>
<b>Reporting to</b>	Grounds and Estates Manager/Cemetery Lead Glasnevin & Goldenbridge
<b>Location (Prime)</b>	Glasnevin and possibly other work at other cemetery locations (Dardistown, Goldenbridge, Newlands and Palmerstown)
<b>About Dublin Cemeteries Trust</b>	Founded in 1828, Dublin Cemeteries Trust group is the leading provider of Burial and Cremation services in the greater Dublin area and manages a total of five Cemeteries and three Crematoria, including an award-winning heritage site at Glasnevin, Ireland's National Cemetery
<b>Scope of Responsibility</b>	To work as part of Dublin Cemeteries Trust's Grounds Team and ensure that the cemetery is maintained to an excellent standard.
<b>Duration</b>	Seasonal - 4 months (fixed term contract)
<b>Hours of work</b>	39 hours per week + overtime
<b>Key Areas of Responsibility</b>	<p><b><u>Duties: Landscape Grounds Maintenance</u></b></p> <ul style="list-style-type: none"> <li>• Perform general landscape maintenance duties including mowing, trimming, mulching, edging, weeding, and blowing.</li> <li>• Plant, water, fertilise, prune, and care for lawns, trees, shrubs, and flowerbeds.</li> <li>• Maintain walkways and other outdoor areas by clearing debris, leaves, (as applicable).</li> <li>• Operate and maintain a variety of landscaping tools and equipment (e.g., mowers, trimmers, blowers, hedge cutters).</li> <li>• In conjunction with Grounds &amp; Estates Manager, ensure equipment is maintained and report hazards, damage or needed repairs</li> <li>• Collaborate with Estate Grounds Team and Maintenance Team</li> <li>• Ensure Health &amp; Safety protocols are followed on site</li> <li>• Other duties as assigned</li> </ul> <p><b><u>Customer Service</u></b></p> <ul style="list-style-type: none"> <li>• Provide kind and respectful assistance to mourners and other cemetery guests ensuring that duties are undertaken in a professional, caring, compassionate manner befitting the occasion.</li> <li>• Adhere to the Dublin Cemeteries Trust Customer Care Policy ensuring that a professional, sensitive and caring approach is maintained in relation to the range of services provided.</li> </ul>

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	<p><b><u>General</u></b></p> <ul style="list-style-type: none"> <li>• Always attend work on time and in professionally presented work wear.</li> <li>• Once on the work site you must adhere to the Organisation's policies and procedures working in a professional manner, continuously striving for excellence, offering each family compassion and choices relevant to their needs.</li> <li>• Participate in the Staff Development training on offer and performance management schemes</li> <li>• Our vision, mission and values are the heart of everything we do – it is your duty to the Trust, our customers and your team that you are leading by example through these.</li> </ul> <p><b>Ensure that all areas of the role are fully Health and Safety compliant.</b></p> <p><b>Work duties may develop and change over time as the needs of the organisation change. The above role description is not exhaustive.</b></p> <p><b>Flexibility</b>  We aim to be flexible in our role and adaptability is very much part of the ethos of Dublin Cemeteries Trust. You may be asked to perform other duties which are not included above but which are relevant to your area of work. In addition, you may be asked to help out other colleagues in DCT from time to time. As a result of technological advancement, regulatory changes and sectoral developments, the workplace will continue to change over time, with new systems and new work practices being introduced as needed. Your duties will evolve over time as the needs of the organisation and the environment in which it is operating develop. In addition, your duties may evolve in line with your own development in your role.</p> <p>The above list is not exhaustive; additional areas of responsibility may be added over time and flexibility to cover for other staff roles is required from time to time.</p>
<p><b>Key Requirements</b></p>	<ul style="list-style-type: none"> <li>• Horticultural qualification <b><u>or</u></b> minimum 1 years' experience in a similar role (grounds maintenance, landscaping, gardening, etc.)- <i>essential</i></li> <li>• Full clean B driver's license - <i>essential</i></li> <li>• Knowledge of plant protection and weed control, and H&amp;S regulations for landscaping</li> <li>• Possess strong knowledge of plant husbandry and horticultural techniques, with a proactive commitment to environmentally sustainable practices</li> <li>• Commitment to Health and Safety requirements</li> <li>• Good communication skills</li> </ul>

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	<ul style="list-style-type: none"> <li>• Good interpersonal skills with an ability to work independently and also as part of a wider team.</li> <li>• A strong sense of customer care and an ability to deal sensitively with customers, including the bereaved</li> <li>• A drive to learn and develop within the role</li> <li>• Reliable, good timekeeping and attendance</li> <li>• Safe Pass and Manual Handling (desirable)</li> </ul>