



VOLUNTEER TASK PROFILE

Volunteer Position: **Garden Volunteer St Luke's and Clifford House**
Volunteer Lead: **Facilities Manager**

Introduction

St Luke's is Sheffield's Hospice, with a vision to support and care for everyone affected by terminal illness in Sheffield. We are a community organisation which means that everything we do is focused on helping people in their own communities as well as at our Little Common Lane site and our new, adjoining site at Clifford House on Ecclesall Road South. Our shops are all based in the heart of communities across the city, as are our amazing volunteers and we couldn't do what we do without them.

At Little Common Lane we support terminally ill people and their loved ones through our 20 bed In Patient Centre, a Therapies and Rehabilitation Centre and Wellbeing services such as Reiki, massage etc. Most of the people we support are actually in their own homes and we endeavour to help them stay at home through care from our Community Team if that is their preferred choice.

The Role

Our Volunteer Gardeners will provide a vital service to help maintain grounds and garden for the enjoyment of everyone. Operating as part of a team of three people you will assist our Gardening and Maintenance & Portering Services Department.

Tasks

We do require you to assist in:

- Allocated gardening tasks in conjunction with the annual maintenance plan.
 - Cutting of grass
 - Cutting the edging of grass areas
 - Strimming
 - Weeding
 - General tidying of the grounds
 - Planting
- Undertaking tasks in a manner which promotes and complies with health and safety regulations.
- Cleaning up during and after the task is complete so the area is left in safe workable condition.
- Only tasks which you have received training on are to be undertaken.
- All tools



Sheffield's Hospice

What we do not require you to assist in:

- Planning or identifying garden maintenance work.
- Responding to requests for garden maintenance from anyone other than Facilities Manager or contract gardeners.
- Additional works which have not been agreed with the Facilities Manager any changes to the specifications provided.
- Purchasing and supply of plants, materials and consumables to complete allocated tasks.
- Providing of tools

General

All Gardening Volunteers:

- Are required to abide by the Health & Safety at Work Act 1974.
- To have an enhanced check with the Disclosure & Barring Service in line with the St Luke's Policy.
- Are required to adhere to St Luke's policies and procedures.
- Are required to respect confidentiality applying to all areas of St Luke's.
- Comply with the St Luke's no smoking policy.
- Be dressed in suitable clothing (PPE) and display their identification badge at all times.
- Minimum age 18.