

JOB POSITION: <i>HANDYMAN / GARDENER</i>				
ELEMENT		QUALITY		
Ref:	ITEM	ESSENTIAL	DESIRABLE	CONTRA-INDICATORS
A	Educational Standards		Ability to write legibly	
B	Professional Qualifications			
C	In-Service Training Certificates		1. First Aid / COSHH / Moving & Handling / Health & Safety 2. Risk Assessments	
D	Relevant Job Experience			
E	Specialist Knowledge	COSHH implications of toxic substances such as fuels, caustic & acid cleaners, herbicides, pesticides etc		
F	Specialist Skills & Aptitudes	Knowledge of correct use of power tools & garden equipment	Basic horticultural knowledge	
G	Organisational Abilities		Ability to plan own workload to meet defined maintenance schedules, etc	
H	Physical Condition	Stamina		Poor medical record which could compromise job requirements
I	Attitude & Disposition	1. Politeness / cheerfulness / tolerance 2. Willingness to accept instructions	Ability to communicate with service user	
J	<i>(Where driving duties are involved)</i>	Valid Driving Licence for appropriate class of vehicle	Clean Driving Licence	Previous convictions for motoring offences - drink-driving & dangerous driving
Comments:				