**Job Title: London Based Horticultural Assistant**

**Department:** Exterior and Interior Horticulture

**Reports to:** Operations Manager

**Responsible for:** n/a

**Job Purpose:** To plant and maintain horticultural displays throughout London and other areas

**Profile:**

* Enthusiastic and reliable team member
* Knowledge of London streets an advantage
* Horticultural experience would be preferred, but not necessary as full on the job training will be provided
* This is a physically demanding position

**Hours of work:** 6am – 1pm, Monday to Friday

At times weekend work will be required and paid as overtime

**Location:** Central London

**Main Duties and Responsibilities:**

* Planting and maintaining window-boxes on the outside of buildings, often from a ladder
* Installing and removing hanging baskets on lamp columns
* Installing often large and heavy plant displays inside and outside buildings
* Watering window boxes and hanging baskets from our fleet of tankers
* Watering, dusting, picking over and replanting interior plants in offices and hotels using large watering cans
* Delivering and collecting vases of cut flower arrangements
* Mowing grass, trimming hedges, collecting fallen leaves and other horticultural duties
* Installing, decorating, and removing Christmas trees

**Additional Duties:**

* To carry out any other reasonable duties and responsibilities as assigned or considered necessary.

This job profile is a working document and is subject to amendments and additions.

**Job Title: London Based Floral and Horticultural Assistant**

**Department:** Floristry and Interior Houseplant Maintenance

**Reports to:** Operations Manager

**Responsible for:** n/a

**Job Purpose:** To maintain and install plant and floral displays throughout London and other areas

**Profile:**

* Enthusiastic and reliable team member
* Knowledge of London streets an advantage
* Driving licence is essential
* Horticultural and/or Floristry experience would be preferred, but not necessary as full on the job training will be provided
* This is a physically demanding position

**Hours of work:** 6am – 1pm, Monday to Friday

At times weekend work will be required and paid as overtime

**Location:** Central London

**Main Duties and Responsibilities:**

* Maintenance and installation of plant and floral displays
* Preparation, decoration, and delivery of Christmas trees
* General horticultural duties, including preparation of plant displays and tending of growing stock

**Additional Duties:**

* To carry out any other reasonable duties and responsibilities as assigned or considered necessary.

This job profile is a working document and is subject to amendments and additions.

**Job Title: Burnham Based Horticultural Assistant**

**Department:** Exterior Horticulture

**Reports to:** Operations Manager

**Responsible for:** n/a

**Job Purpose:** To plant and maintain horticultural displays throughout London and the South East of England.

**Profile:**

* Enthusiastic and reliable team member
* Knowledge of London streets an advantage
* Driving licence is essential
* Horticultural experience would be preferred, but not necessary as full on the job training will be provided
* This is a physically demanding position

**Hours of work:** 5am – 3pm, Monday to Friday

At times weekend work will be required and paid as overtime

**Location:** Burnham, Slough

**Main Duties and Responsibilities:**

* Planting and maintaining window-boxes on the outside of buildings, often from a ladder
* Installing and removing hanging baskets on lamp columns
* Installing often large and heavy plant displays inside and outside buildings
* Watering window boxes and hanging baskets from our fleet of tankers
* Watering, dusting, picking over and replanting interior plants in offices and hotels using large watering cans
* Delivering and collecting vases of cut flower arrangements
* Mowing grass, trimming hedges, collecting fallen leaves and other horticultural duties
* Installing, decorating, and removing Christmas trees

**Additional Duties:**

* To carry out any other reasonable duties and responsibilities as assigned or considered necessary.

This job profile is a working document and is subject to amendments and additions.

**Job Title: Burnham Based Florist and Horticultural Assistant**

**Department:** Floristry

**Reports to:** Floristry Manager

**Responsible for:** n/a

**Job Purpose:** To prepare, deliver and maintain floral and plant displays in London and other areas

**Profile:**

* Enthusiastic and reliable team member
* Knowledge of London streets an advantage
* Driving licence is essential
* Horticultural and/or Floristry experience would be preferred, but not necessary as full on the job training will be provided

**Hours of work:** 5am – 1pm, (Central London)

 8am – 4pm, (Burnham, Slough)

Monday to Friday. At times weekend work will be required and paid as

**Location:** Central London – 2 days per week

 Burnham, Slough – 3 days per week

**Main Duties and Responsibilities:**

* Preparation, delivery, renovation and collection of floral displays and maintenance of plant displays
* Washing up of vases
* Preparation, decoration, and delivery of Christmas trees
* Liaising with Clients
* Purchasing of stock and processing of orders
* General horticultural duties, including preparation of plant displays and tending of growing stock

**Additional Duties:**

* To carry out any other reasonable duties and responsibilities as assigned or considered necessary.

This job profile is a working document and is subject to amendments and additions.

**Job Title: Burnham Based Horticultural Assistant**

**Department:** Nursery

**Reports to:** Nursery Manager

**Responsible for:** n/a

**Job Purpose:** To plant and prepare horticultural displays in the on-site nursery

**Profile:**

* Enthusiastic and reliable team member
* Horticultural experience would be preferred, but not necessary as full on the job training will be provided
* Driving licence, not essential but preferred
* This is a physically demanding position

**Hours of work:** 8am – 4pm, Monday to Friday

At times weekend work will be required and paid as overtime

**Location:** Burnham, Slough

**Main Duties and Responsibilities:**

* General horticultural duties, including preparation of Plant displays and tending of growing

stock

* Maintenance and installation of plant and floral displays in London and other areas
* Preparation, decoration, and delivery of Christmas trees

**Additional Duties:**

* To carry out any other reasonable duties and responsibilities as assigned or considered necessary.

This job profile is a working document and is subject to amendments and additions.