



Deeside College
Coleg Glannau Dyfrdwy

JOB DESCRIPTION

Job Title: Production Unit Assistant (Casual)

Responsible to: Production Unit Supervisor

Principal Accountabilities & Specific Duties:

1.	Pot and tray filling, by machine method guiding trays on and off when full of compost.
2.	Making mossed and wicker hanging baskets in a range of sizes to a set menu of plants.
3.	Planting containers to set designs at a commercial speed.
4.	Hand potting a range of plants into various size pots.
5.	Pricking out Glasshouse bedding plants into trays on a conveyor belt at a set speed.
6.	Potting on Hardy nursery stock to specific standards as set by the Supervisor method by hand and machine.
7.	Order lifting, collecting customers orders packing and loading onto trolleys
8.	To undertake deliveries as and when required.
9.	Maintain all equipment and department facilities to the required standard and ensure that all health and Safety procedures are adhered to.
10.	Any other duties as determined.

The post-holder will be expected to participate in Continuous Professional Development (CPD), and to demonstrate a flexible approach as set out in the terms and conditions of service for management grade staff.

Deeside College of Further Education Corporation conditions of service for business support staff will apply.

Note: This Job Description is accurate as at the date shown below. In consultation with the postholder it may be varied to reflect changes in the job.

Signed:

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POSTHOLDER

Date:

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Signed:

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HUMAN RESOURCES
MANAGER

Date:

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