



TOBAGO HOSPITALITY AND TOURISM INSTITUTE

Job Title: Gardener

Revised: July 23rd 2025

Position Number: 423

Department: Facilities and Infrastructure

Reports to: Facilities and
Infrastructure Supervisor

Approved by:

Date:

1.0 JOB SUMMARY:

The Gardener is responsible for cultivating and maintaining the Institute's vegetable and herb gardens to meet the culinary needs of the Cafeteria and Kitchen. The role includes landscaping, pruning of fruit and ornamental trees, and general grounds beautification activities.

The Gardener works collaboratively with the Facilities and Infrastructure team to ensure the upkeep of all designated green spaces in accordance with sustainable horticultural practices, health and safety standards, and institutional needs.

2.0 DUTIES & RESPONSIBILITIES:

- 2.1 Cultivates and maintains a wide range of vegetables, herbs, and ornamental plants in designated garden areas.
- 2.2 Liaises with the Maintenance Supervisor to obtain necessary seeds, tools, fertilizers, pesticides, and other horticultural supplies.
- 2.3 Coordinates with the Purchasing Officer to ensure a consistent and timely supply of produce for the Cafeteria and Kitchen.
- 2.4 Assists Grounds and Maintenance staff with general landscaping duties, including mowing lawns, trimming hedges, and maintaining outdoor aesthetics.

- 2.5 Prunes existing fruit and ornamental trees and ensures their health and productivity.
- 2.6 Plants and maintains flowerbeds, decorative plants, and other landscaping features across the compound.
- 2.7 Monitors, identifies, and reports pests and plant diseases and administers appropriate remedies in compliance with safety regulations.
- 2.8 Reports malfunctioning tools, irrigation systems, or other gardening equipment to ensure prompt repair and avoid service disruption.
- 2.9 Operates small garden equipment and machinery (e.g., lawnmowers, trimmers, tillers).
- 2.10 Assists with set-up and clean-up for events and special activities requiring support from the maintenance team.
- 2.11 Performs other job-related duties as assigned by the Maintenance Supervisor or duly authorized officer.

3.0 COMPETENCIES

3.1 CORE COMPETENCIES

- Student Centred Focus
- Integrity
- Quality
- Collaborating with Others

3.2 TECHNICAL COMPETENCIES

- Experience in short crop cultivation and general gardening practices
- Knowledge of soil care, composting, irrigation, and pest control
- Familiarity with pruning techniques for fruit and ornamental trees
- Proficiency in landscaping tasks and maintenance of flower beds and shrubs
- Ability to safely apply and store fertilizers and pesticides
- Operation of gardening tools and small machinery
- Awareness of plant diseases and treatment methods
- Understanding of health, safety, and environmental regulations related to horticulture
- Basic record-keeping of planting schedules and harvest yields
- Willingness to adapt to seasonal demands and outdoor working conditions

4.0 QUALIFICATIONS & EXPERIENCE

- 4.1 At least two (2) years’ experience in gardening, landscaping, or agricultural maintenance.
- 4.2 Basic training or certification in agriculture, horticulture, or landscaping would be an asset.
- 4.3 Experience with vegetable and herb cultivation is required.
- 4.4 Practical knowledge in the use of pesticides, fertilizers, and small machinery.

5.0 KEY RELATIONSHIPS

5.1 Reports to: Facility and Infrastructure Supervisor

5.2 Works with:

Maintenance Staff, Lead Lecturers, Cafeteria Staff, Purchasing, Officer, Stores, Department

5.3 Communicates with: External Garden Suppliers, Agricultural Vendors, Security and other personnel

5.4 Direct Reports: None

5.5 Indirect Reports: CEO, Executive, Managers, Internal Stakeholders, Students, Visitors to the Institute

6.0 SUPERVISORY RESPONSIBILITIES

None

7.0 ACCOUNTABILITIES / OUTPUTS

Outputs

Outputs	How Often
Plant, maintain and harvest crops	Daily / As required
General landscaping and upkeep	Daily / Weekly
Prune trees and maintain shrubbery	Weekly / Monthly
Provide produce to Cafeteria	As scheduled

Maintain gardening equipment	Ongoing, as needed
Pest and disease control	As needed
Assist with Institute events	As required
Maintain safety and cleanliness	Ongoing

8.0 CHANNEL & MODE OF COMMUNICATION

8.1 Common Communication Channels:

- Telephonic and face-to-face communication
- Chats and messaging

8.2 Modes of Communication:

- Interpersonal Communication – Very Frequently
- Gestural Communication – Very Frequently
- Visual Communication – Very Frequently

9.0 PHYSICAL AND MENTAL STRAIN

9.1 MENTAL DEMANDS

- Requires focus and patience to handle plants and troubleshoot garden issues
- Routine work that requires adaptability to seasonal variations

9.2 PHYSICAL DEMANDS

- Regular exposure to outdoor conditions including sun, rain, and varying temperatures
- Prolonged periods of standing, bending, lifting, pushing, pulling
- Must be able to lift up to 50 pounds occasionally, and 25 pounds frequently
- Use of tools, machinery, and equipment associated with gardening and landscaping

10.0 WORK ENVIRONMENT

- Work is primarily outdoors with exposure to natural elements such as sun, heat, humidity, rainfall
- Exposure to fertilizers, pesticides, and soil compounds

11.0 ACCEPTANCE STATEMENT

I have read and fully understood the position description as stated and accept that any of the tasks may be modified or changed. I accept that I am to be governed by the duties of this job description and take responsibility for performing the functions as listed above, in accordance with performance measures relevant to this job description and the organisation's Strategic Plan.

This Position Description in no way states or implies that these are the only duties to be performed and I may be required to perform any other job-related duties assigned by the Facilities and Infrastructure Supervisor or designate.

My signature below indicates my acceptance of the same and my commitment to the performance of my duties at the Tobago Hospitality and Tourism Institute.

Employee's Name
(Please print)

Employee's Signature

Date