

**Herb Team Supervisor**

**Job Description**

The Supervisor is responsible in the first instance to the Operations Manager.

The specific duties of the Supervisor are:

1. to supervise and instruct a group of service users in a range of horticultural work and related activities at the nursery.
2. to supervise and instruct a group of service users to follow a programme of horticultural production, and maintain a good standard of plant husbandry and tidiness in your specified area. To include:
3. propagation of plants, using a variety of techniques
4. potting up
5. weeding
6. cutting back
7. preparing plants for sale.
8. to enable service users to develop skills and pride in what they can achieve.
9. to carry out service users reviews and ensure that personal profiles are kept up to date.
10. to assist with the personal care of service users, if the need arises.
11. to ensure the well-being of all service users at the nursery at all times.
12. to ensure proper health and safety procedures are carried out.
13. to supervise staff and volunteers within the team.
14. to participate in the review process for self and to carry out reviews for staff and volunteers in work area.
15. to participate in meetings as requested, ensuring that appropriate information is passed to staff and volunteers in work area.
16. to undertake appropriate, and mutually agreed, courses of training.
17. other duties involved in the general running of the nursery.

This Job Description will be reviewed and developed on a regular basis, at least annually, to reflect the on-going development of the organisation.

Signature……………………………………. Date……………………………….

Name………………………………………....

Date Prepared: March 2022