



## SOP- Gardener

### DUTIES & RESPONSIBILITIES

- He is responsible for the general maintenance of the gardens, plants and lawns in the college premises.
- He is responsible for soil cultivation, seed sowing, bed preparation and planting them periodically.
- Daily digging, forking, mulching, watering, raking, weeding, edging, pruning.
- Daily usage and up keep of hand tools and basic light machinery.
- Gardener must ensure and check for any damage to mowers, trimmers or leaf blowers after use.
- Report for any equipment malfunctions to Administrative officer as & when noticed.
- Ensure that all the equipment, machinery are stored securely and cleaned after usage.
- Maintain the garden & the pots by naturally fertilizing, trimming and making sure that plants receive adequate water.
- Prune trees, hedges & pots in ways that are safe, look good and help the plants' health.
- Maintain lawn and grass areas using machinery, natural fertilizers but no chemicals.
- Keep the garden, thoroughfares and footpaths clear and free from litter at all times.
- Planting (purchasing, organizing etc.).
- Outside maintenance including pathways, steps, walls etc.
- Daily tidying up and cleaning outside of the college building.
- Gardener's duty is to maintain the beautification of the lawns & garden in order to attract students, visitors & staff due to lush green surroundings.

Ravi Kant Swami  
28 November 2019

