

Standard Operating Procedure for Gardeners

1. Purpose and Background

1.1 This SOP is designed to ensure the efficient working of gardeners in well-disciplined manners under the office of event management (Horticulture).

1.2 Following guidelines must be adhered in this regard:

1.2.1 All gardeners should be in uniform during their duty hours.

1.2.2 Everyone will complete his daily assigned task and report his supervisor after the completion of task.

1.2.3 No one will leave the campus without informing his immediate supervisor.

1.2.4 A gardener must have good knowledge of plants, must be organized and able to follow schedule.

1.2.5 Must be aware of Health and Safety requirements noting that all duties must be carried out to comply with current Health & Safety at Work legislation.

2. Duties and Responsibilities

2.1 The gardeners will be responsible for following activities under the supervision of horticulturist (OEM).

2.1.1 Care of all plants including (trees, shrubs, palm, groundcovers, grass and seasonal).

2.1.2 Daily cleaning and general maintenance of lawns, grounds and surroundings.

2.1.3 Daily irrigation of all areas up to the adequate requirements of plants and grass.

2.1.4 Care and maintenance of nursery.

2.1.5 Propagation of plants through sexual and asexual techniques.

2.1.6 Mowing of grass when required.

2.1.7 Adjustments of mower height and quality of cut, etc.

2.1.8 All regular cultural practices:

- Irrigation
- Weeding
- Hoeing
- Fertilization
- Pruning/trimming/cutting
- Digging
- Spray
- Edging

- 2.1.9 Sowing of seasonal, shifting of seedlings from bags to pots and their arrangements.
- 2.1.10 The use and maintenance of hand tools and machinery.
- 2.1.11 Spray of fertilizers and insecticides whenever required.
- 2.1.12 Keep the tool shed / store room clean and tidy.
- 2.1.13 Report equipment malfunctions when noticed.
- 2.1.14 Pruning and trimming of trees and hedges whenever required.
- 2.1.15 Paint of pots and planters.
- 2.1.16 Shifting of pots and their arrangements.
- 2.1.17 Shifting of garden sittings and benches.
- 2.1.18 Ensure all equipment's, machinery are stored securely and clean after use.

