

# Tree Nursery Production Assistant (FTC) Job Description



The Tree Nursery Production Assistant is responsible in the first instance to the Head of Habitat / Operations Manager. This role is a temporary Fixed Term Contract from March to the end August 2025, working a set 3 days a week, for 6.5 hours per day with a 30 minute unpaid lunch break. We are flexible on the working days. The role will be required to work at Mires Beck Nursery, Low Mill Lane, North Cave, HU15 2NR, transport is essential due to our location.

The specific duties of the Tree Nursery Production Assistant are:

## General

- to be willing to work in a fast-paced high volume production area with accuracy.
- to work under the guidance of the Head of Habitat.
- to learn the tasks required to grow from seed, prick out, monitor health of plants and grade trees.
- to aid required volume production methods and honour techniques for establishing tree/plant health.
- To report the daily growing figures and developments to the Head of Habitat.
- to help maintain a good standard of arboriculture/horticulture and tidiness in the work area.
- to ensure proper health and safety procedures are carried out as instructed by the Head of Habitat.
- to report any concerns of plant/tree performance swiftly to the Head of Habitat.
- to undertake appropriate, and mutually agreed, courses of training.
- to participate in staff meetings.
- to maintain confidentiality.
- other reasonable duties involved in the general running of the nursery.

## Compliance

- Be aware and follow company rules policies and procedures.
- Adhere to all GDPR requirements and always uphold confidentiality.
- Ensure compliance with health and safety regulations.
- Attend meetings and training courses as requested by the Management team.

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: 14/02/2025 - HR Manager