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Position Description

Document Number: POD-005

Job title: Edible Landscaper (Foodscaper)

Reporting to	Director
Salary	TBN - plus super in accordance with the <i>Superannuation Guarantee (Administration) Act 1992</i> .
Hours	This is a full-time, permanent position within the company. Anticipated workdays are Monday to Friday with occasional weekend work. The staff member will need to be available to work a standard 7.5 hour work day, between the hours of 6:30 am and 6:00pm. Start times will vary depending on the daily business requirements.
Location	This position is to be based at the new Leaf, Root & Fruit Head Quarters in Burwood. The role involves extensive travel to gardens across Melbourne. Clients of Leaf, Root & Fruit are generally based in the south-eastern suburbs. Travel to northern and western suburbs may also be necessary.

Purpose of the position

This position requires an experienced landscaper with horticultural qualifications. They need to have the passion and skills to manage and implement our edible foodscape designs.

The successful applicant will need to have the ability to read and follow plans, to install edible garden designs from start to finish. They will have great project management skills and can perform a variety of tasks. They have sound experience and skills in paving, installing irrigation, soil preparation, horticulture and carpentry.

The successful applicant will have great customer relation skills. They will inspire and support our clients to achieve their sustainable garden ambitions.

Leaf Root and Fruit is a rapidly expanding business, which will give the Edible Landscaper (Foodscaper) the opportunity to recruit, supervise and mentor new staff, as they join the team.

Responsibilities & duties

Responsibility 1 – Manage the installation of edible garden designs and garden projects.

- Implementing foodscape designs
- Installing garden beds and wicking beds
- Paving
- Design, installation and troubleshooting/repair of irrigation systems
- Maintaining garden beds through planting & watering
- Operating earth moving equipment such as “Skid Steer” and “Dingo”
- Carpentry skills to build decking and structures such as pergolas.
- Accurate ordering materials
- Preparing quotes and invoices
- Performing site visits
- Fruit tree pruning
- Building chook houses
- Tool maintenance
- Provide feedback and input to the Permaculture Design Team
- Liaise with clients to ensure they’re experience is remarkable

Work standard: All staff must be physically fit and ready to be “on the tools”. A high level of attention to detail is needed, to ensure that landscapes are implemented successfully. Staff should have the ability to read and follow garden designs to meet the needs of our clients. The role requires staff to be well organized and to adhere to timelines. A degree of flexibility to deal with the changing demands of this role is essential. Staff will be expected to work autonomously. This includes travelling independently to and from a site to implement garden landscapes, perform garden makeovers and install garden beds and other infrastructure. Staff must follow safe work practices and adhere to OH&S standards as laid out in the Staff Handbook. It is expected that staff order materials for jobs at the correct quantities to avoid wastage and be able to remain within budget. The successful applicant needs to demonstrate great communication skills with clients and LRF staff members. It is expected that staff provide constructive input and feedback to each other.

Responsibility 2 – Supervising Staff

Supervise and manage staff on site

Work standard – The successful applicant must have the ability to provide instruction to staff so as they can confidently carry out tasks. It is critical to provide mentoring and support for staff to develop and refine their skills.

Responsibility 3 – Provide support to business as needed

Support the business by performing other duties as directed. These may include (but are not limited to):

- The Ongoing Maintenance Program

- Plant Propagation
- Administrative tasks
- Social media engagement
- Assisting to run workshops

Work standard – Staff must follow safe work practices and adhere to OH&S standards as laid out in the Staff Handbook.

Academic & trades qualifications

Essential qualifications

- Horticulture/Landscape Design Qualifications (Cert II or III)
- A full, manual driver's license
- A current Working with Children Check

Desirable qualifications

- Horticulture/Landscape Design Qualifications (Cert IV or Diploma)
- Permaculture Design Certificate
- Registered building practitioner
- Construction White Card
- Plant Operation Tickets such as Front End Loader

Work experience & skills

Essential experience

- Experience and understanding of horticulture, plants, construction and landscape design plans
- Project Management skills
- Sound experience and skills in paving and irrigation
- Carpentry skills
- Demonstrated experience in good customer service and relationships
- Ability to tow and reverse a trailer confidently

Desirable experience

- Experience with Social media such as Facebook and Instagram
- Good computer literacy

Personal qualities & behavioural traits

Essential qualities or behaviours

- Physically fit and able to withstand working outdoors in all weather conditions
- Reliable and professional communications skills
- Ability to understand and follow a plan

- Solid time management and organizational skills
- Provide input and feedback that adds value to the business offerings Attention to detail in all areas
- Ability to work independently and to fill various roles within a team environment
- Confidence in liaising with clients
- Ability to accept and deliver constructive criticism and praise
- Honesty, including the ability to take responsibility and ownership of successes and failures
- Reliable and punctual
- Collaborative leadership

Relationships

- This role will report to the Director
- This role will have direct reports as the business expands
- This role will liaise with the Senior and Junior Permaculture Designers to ensure that the designs are practical and that implementation will be smooth.
- This role requires mutual collaboration and support with all LRF staff members.
- The role will involve direct contact with clients, in person, via email and by telephone.
- When LRF staff are interacting with members of the public, they are to professionally represent the business, as per as the Staff Handbook.

Employee signature:

Manager's signature:

Performance review period: (insert review period, for example, "every three months")

Next review date: