

Job description

Job details	
Job title: Grounds Keeper	Line Manager title: Administration Officer
Grade:	Direct reports: None
Department: Administration	Location: Eldoret
Job summary	
To ensure the proper maintenance, cleanliness, and aesthetic appearance of the Company's grounds, lawns, gardens, fences, and outdoor areas. The position plays a key role in maintaining a safe, clean, and environmentally friendly workplace through regular landscaping, waste management, and compound upkeep activities. The role supports the Company's environmental sustainability and health and safety objectives by ensuring well-kept outdoor spaces that reflect professionalism, order, and care for the environment.	
Roles and responsibilities	
1. Grounds Maintenance & Landscaping • Maintain lawns, flowerbeds, trees, and shrubs through regular watering, trimming, weeding, pruning, and mowing. • Cut grass using manual and motorized lawn equipment, ensuring uniformity and tidiness. • Plant, mulch, and care for decorative plants, hedges, and trees to enhance the compound's appearance. • Maintain fences, gates, and boundary hedges in good repair and ensure clear access paths. • Apply fertilizer, compost, or pesticide (as approved) under supervision and in compliance with environmental regulations. 2. Compound Cleanliness & Upkeep • Sweep and clean outdoor areas, walkways, parking lots, and drainage channels. • Collect and dispose of leaves, litter, and debris safely and in designated areas. • Ensure waste segregation and assist in maintaining waste disposal zones within the compound. • Maintain outdoor furniture, signage, and fixtures, reporting any damages or hazards. • Assist in general site cleaning and external maintenance during special projects or events. 3. Equipment & Tools Maintenance • Operate and maintain gardening and landscaping tools, equipment, and machinery safely (e.g., lawn mowers, trimmers, hedge cutters). • Report mechanical issues and ensure timely servicing of tools and machines. • Maintain an inventory of gardening tools, materials, and supplies, ensuring proper storage and security. 4. Safety, Security & Compliance • Observe occupational health and safety procedures while performing outdoor tasks. • Use protective gear (PPE) and follow safe practices in operating machinery and handling chemicals. • Ensure proper signage or barricading in maintenance areas to prevent accidents. • Report safety hazards, pests, or environmental issues immediately to the Administration Manager. • Support environmental conservation and sustainability initiatives (tree planting, waste segregation, etc.). 5. Support & Collaboration • Assist the Administration and Security teams during emergency situations such as floods, heavy winds, or fire prevention activities. • Support site preparation and landscaping for official events, visits, or public functions.	

Job description

- Collaborate with maintenance, cleaning, and security staff to ensure a well-organized, attractive, and safe environment.
- Perform any other duties as assigned to support facility management operations.

Academic and professional qualifications + Work experience

- Kenya Certificate of Secondary Education (KCSE) or equivalent.
- Certificate or practical training in horticulture, landscaping, or grounds maintenance will be an added advantage.
- Minimum 2–3 years' experience in groundskeeping, gardening, or landscaping preferably within an industrial, school, or institutional setting.
- Familiarity with landscaping tools, garden machinery, and basic maintenance practices.
- Knowledge of safe chemical handling and basic environmental care practices.
- Ability to perform physical work in various weather conditions.

Technical skills and behavioural competencies

- Grounds & Landscaping Maintenance - Skilled in lawn care, pruning, planting, and upkeep of green areas.
- Equipment Operation - Able to operate and maintain groundskeeping tools and machinery safely.
- Health, Safety & Environmental Awareness - Adheres to safety protocols and environmental regulations.
- Attention to Detail - Maintains high standards of cleanliness, order, and aesthetics in outdoor spaces.
- Reliability & Time Management - Works diligently, follows schedules, and completes tasks with minimal supervision.
- Teamwork & Cooperation - Collaborates effectively with cleaning, security, and maintenance teams.
- Problem Solving - Identifies and reports potential hazards or repair needs promptly.
- Adaptability - Flexible to handle varied outdoor tasks, weather changes, and emergency assignments.
- Integrity & Accountability - Demonstrates responsibility, honesty, and commitment to duty.

Sign off

Job holder name:	Signature: _____	Date: _____
Line Manager name:	Signature: _____	Date: _____
Counter-signing Quality Assuror (CQA) name:	Signature: _____	Date: _____