

Job Description and Person Specification

Job Title: Funeral Operative

Job description: Your duties will include-

- Vehicle cleaning and maintenance.
- Removals of bodies.
- Preparation of bodies (excluding embalming).
- Preparation of coffins.
- Pall-bearing and driving on funerals.
- Any other responsibilities at the discretion of the management.

You will be required to contribute to the funeral team by communicating effectively with colleagues to ensure all necessary tasks are performed well, enabling the company to carry out each funeral efficiently and with dignity.

Salary: £23,100 per annum gross + overtime.

Hours of work: Monday - Friday, 8:30 a.m. – 5:00 p.m. You will be entitled to a daily one hour paid meal break but only where time permits, plus 15 minute paid breaks a.m. and p.m., again where time permits.

Holiday entitlement: 25 days + bank/public holidays. Unused holiday may not be carried over to the following year.

Benefits: Provision of two black suits, 1 black overcoat, 1 pair of gloves. Replacement of these as necessary.

Person Specification: What the post requires of you -

- You will participate in the out-of-hours rota (1/2 hour response time from first call to attending at place of death).
- You will be sober and of smart appearance.
- You will be courteous and helpful to clients/mourners/members of the public.
- You will contribute to effective team-working with staff colleagues and management.
- You will be a non-smoker while at work.
- You will hold a clean driving licence.
- You will be physical fit as pall-bearing work inevitably entails lifting of heavy coffins.