

## Job Description and Person Specification

**Arthur C Towner Ltd**  
Undertakers & Stonemasons

**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

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

**Benefits:** Provision of two black suits, 1 black overcoat, 1 pair of gloves. Company pension scheme and employee perk scheme

**Person Specification:** What the post requires of you -

- You will participate in the out-of-hours rota – details to be provided at interview or on request
- 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 teamwork with staff colleagues and management
- You will be a non-smoker while at work
- You will hold a clean driving licence
- You will be physically fit as pall-bearing work inevitably entails the lifting of heavy coffins