

## Job Description

<b>Job title:</b>	Funeral Operative
<b>Place of employment:</b>	J. Worley Funeral Directors, Hemel Hempstead & Berkhamsted
<b>Hours of work:</b>	Monday – Friday, 9:00am – 5:00pm
<b>Starting salary:</b>	£9.50/hr starting. Overtime at time and a half. Out of hours allowance and pay per call out (detailed below). Paid monthly.
<b>Holiday entitlement:</b>	28 days per year, including compulsory public holidays.
<b>Sick pay:</b>	Statutory sick pay.
<b>Pension scheme:</b>	Employee/Employer contributing scheme

### Duties and responsibilities

General funeral work, to include:-

- Driving and bearing on funerals, preparation of vehicles for same
- Basic day-to-day maintenance of vehicles
- Preparation of coffins, caskets & urns for deceased and cremated remains
- Dealing with viewings of deceased persons by mourners and doctors
- Collection of deceased from hospitals, nursing homes, private and other premises
- Preparation of deceased
- Cleaning mortuary, garage and workshop areas
- Participation in on-call rota (one week in three currently)
- Other general duties as required

### Essential attributes

The successful applicant will demonstrate:

- Good communication skills
- Excellent attention to detail
- Ability to work under pressure of time or workload and to recognise time-critical work and deliver on time
- Good team skills, but ability to work on own initiative
- Smart personal presentation
- Physical fitness will be required for many aspects of the work
- Minimum 23 years of age for insurance purposes

### Desirable attributes

Additional preference may be given to candidates who have:

- Previous experience in the funeral industry
- Demonstrated sympathetic/empathetic manner in previous employment
- Good sense of humour and positive outlook

### Employment terms

The job will be offered to the successful candidate on a three month trial basis, during which regular assessments will be held, and which may be extended upon review. During trial, one week's notice is required on either side, which will be extended to four weeks on successful completion of trial.

### Additional Pay Rates

Funeral (Weekend)	£74	Standby Week (Phones)	£65
Removal (Out of Hours)	£50	Phone Cover (Incidental Day)	£20
Take In to church or home (Out of Hours)	£35	Phone Cover (Incidental Evening)	£10
Standby Week (Removals)	£50	Phone Cover (Incidental Night)	£15