

## Job Description

<b>Department:</b>	Strategic Resources
<b>Division/Section:</b>	Customer Services/Bereavement Services
<b>Job Title:</b>	Chapel Technician (part-time)
<b>Post No:</b>	8003
<b>Grade:</b>	5 – pro-rata
<b>Reports to Post No / Title:</b>	Crematorium Supervisor 229
<b>Supervisory responsibility for:</b>	N/A
<b>CRB Check applicable?</b>	Standard <input type="checkbox"/> Enhanced <input type="checkbox"/> None <input checked="" type="checkbox"/>
<b>Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Organisation Chart:</b>	<pre> graph TD     HCS[Head of Customer Services] --&gt; SM1[Services Manager - Cemeteries]     HCS --&gt; SM2[Services Manager - Crematoriums]     HCS --&gt; SM3[Services Manager - Bereavement]     SM1 --&gt; CS[Cemeteries Supervisor]     SM1 --&gt; CTS[Crematorium Technician - Crematorium]     SM1 --&gt; CTS2[Crematorium Technician - Chapel]     SM2 --&gt; CS2[Crematorium Supervisor]     SM2 --&gt; CT[Chapel Technician]     SM2 --&gt; GT[Gardener / Grounds]     SM3 --&gt; BCS[Bereavement Compliance Supervisor]     BCS --&gt; BO[Cemeteries]     BCS --&gt; BO2[Crematorium]     CS --&gt; CTech[Cemeteries Technicians x2]     CS2 --&gt; CTech2[Cemeteries Technician - Crematorium]     CS2 --&gt; CTech3[Cemeteries Technician - Chapel]     CTech2 --&gt; CTech4[Cemeteries Technician - Chapel]     CTech3 --&gt; CTech5[Cemeteries Technician - Chapel]     CTech4 --&gt; CTech6[Cemeteries Technician - Chapel]     CTech5 --&gt; CTech7[Cemeteries Technician - Chapel]     CTech6 --&gt; CTech8[Cemeteries Technician - Chapel]     CTech7 --&gt; CTech9[Cemeteries Technician - Chapel]     CTech8 --&gt; CTech10[Cemeteries Technician - Chapel]     CTech9 --&gt; CTech11[Cemeteries Technician - Chapel]     CTech10 --&gt; CTech12[Cemeteries Technician - Chapel]     CTech11 --&gt; CTech13[Cemeteries Technician - Chapel]     CTech12 --&gt; CTech14[Cemeteries Technician - Chapel]     CTech13 --&gt; CTech15[Cemeteries Technician - Chapel]     CTech14 --&gt; CTech16[Cemeteries Technician - Chapel]     CTech15 --&gt; CTech17[Cemeteries Technician - Chapel]     CTech16 --&gt; CTech18[Cemeteries Technician - Chapel]     CTech17 --&gt; CTech19[Cemeteries Technician - Chapel]     CTech18 --&gt; CTech20[Cemeteries Technician - Chapel]     CTech19 --&gt; CTech21[Cemeteries Technician - Chapel]     CTech20 --&gt; CTech22[Cemeteries Technician - Chapel]     CTech21 --&gt; CTech23[Cemeteries Technician - Chapel]     CTech22 --&gt; CTech24[Cemeteries Technician - Chapel]     CTech23 --&gt; CTech25[Cemeteries Technician - Chapel]     CTech24 --&gt; 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<b>Job Purpose:</b>	<ul style="list-style-type: none"> <li>To liaise with funeral directors, officiants, families and, where appropriate, organists or musicians to ensure that cremation services are carried out in accordance with families' instructions (as far as possible) and to the standards set by the Charter for the Bereaved.</li> <li>To be responsible for assisting the funeral directors by putting out service sheets and attendance cards and bearing coffins from the hearse to the catafalque.</li> <li>To operate the Wesley Music system.</li> </ul>

<p><b>Description prepared</b> <b>by: Dave Adams</b></p> <p><b>Description agreed</b> <b>by post holder:</b></p> <p><b>Authorised by: Mark Sandhu</b></p>	<p><b>Date: 15.01.2015</b></p> <p><b>Date: 4.02.2015</b></p> <p><b>Date: 4.02.2015</b></p>
<p><b><u>Main Duties and Responsibilities:</u></b></p>	<ol style="list-style-type: none"> <li>1. To manage the use of the chapel to ensure that each service is provided to the highest standards, in compliance with the Charter for the Bereaved, and to the time requested.</li> <li>2. To ensure that music has been received and is programmed for the day's funerals.</li> <li>3. To meet and greet mourners, officiants and funeral directors to the chapel.</li> <li>4. To advise funeral directors and officiants on local procedures to ensure that services comply with the Charter for the Bereaved standards at all times and to ensure that coffins are handled with respect and in compliance with health and safety guidelines.</li> <li>5. To assist funeral directors by bearing the coffin from the hearse to the catafalque.</li> <li>6. To ensure provision of a welcoming environment for users of the chapel by tidying it between services.</li> <li>7. To assist with the transfer of the coffin from the catafalque to the charging bier.</li> <li>8. To place on pews service sheets and attendance cards before the service and to collect them up after the service, on behalf of the funeral director.</li> <li>9. To monitor traffic flow and, as required, direct the parking of vehicles in the crematorium grounds.</li> <li>10. To assist with the charging of coffins into cremators, following the specified procedure and using the PPE provided.</li> <li>11. To maintain the Book of Remembrance Room in a clean and tidy condition, including the toilets, and ensure that the floral tributes are correctly maintained and managed here and in the chapel.</li> <li>12. To undertake cleaning duties, as required, to include vacuuming carpets and curtains; cleaning windows, glass doors and display cabinets; cleaning floors and walls; cleaning toilets and maintaining supplies of toiletries; sweeping floors, paths and hard-standing areas (indoors and out) and to use specified chemicals, as required, in accordance with COSHH regulations. In particular, responsibility for the mess room, adjoining toilet and store room (B&amp;B).</li> <li>13. To assist with the emptying of litter bins and removing unauthorised items from the flower beds and strewing areas.</li> <li>14. To assist, as directed, with the maintenance of the crematorium grounds.</li> <li>15. As required to assist with the erection, cleaning and maintenance of memorials within the crematorium grounds.</li> </ol>

<p><b>Flexibility Clause:</b></p> <p><b>Variation Clause:</b></p>	<ol style="list-style-type: none"> <li>16. To assist in the preparation of memorials for the interment/placing of cremated remains.</li> <li>17. To operate cremation ancillary equipment including cremulators and electric charging bier.</li> <li>18. To assist in the daily removal of floral tributes and preparing the floral tribute area in readiness for services.</li> <li>19. To assist with preparing cremated remains for collection, including engraving name plaques.</li> <li>20. As directed, to prepare and carry out the no-witness strewing of cremated remains, in designated areas in a professional manner, and brush in the cremated remains to ensure that they are not visible.</li> <li>21. To conduct tours of the crematory, providing advice and information on the process of cremation.</li> <li>22. To complete the final check of cremation paperwork in accordance with agreed procedures.</li> <li>23. To assist with horticulture duties within the Gardens of Remembrance.</li> <li>24. To comply with all Health &amp; Safety at Work requirements as laid down by the employer.</li> <li>25. To carry out all responsibilities with regard to the Council's Equal Opportunities Policy and Procedures and Customer Care Policy.</li> <li>26. To attend out of hours operations as required including the Memorial Service, Open Day and Carol Services and, as part of a team rota, to staff the office on Saturday mornings and service the Book of Remembrance Room on Sundays and Bank Holidays.</li> </ol> <p>Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.</p> <p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the post holder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible Peterborough City Council reserves the right to make changes to your job description following consultation.</p>
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