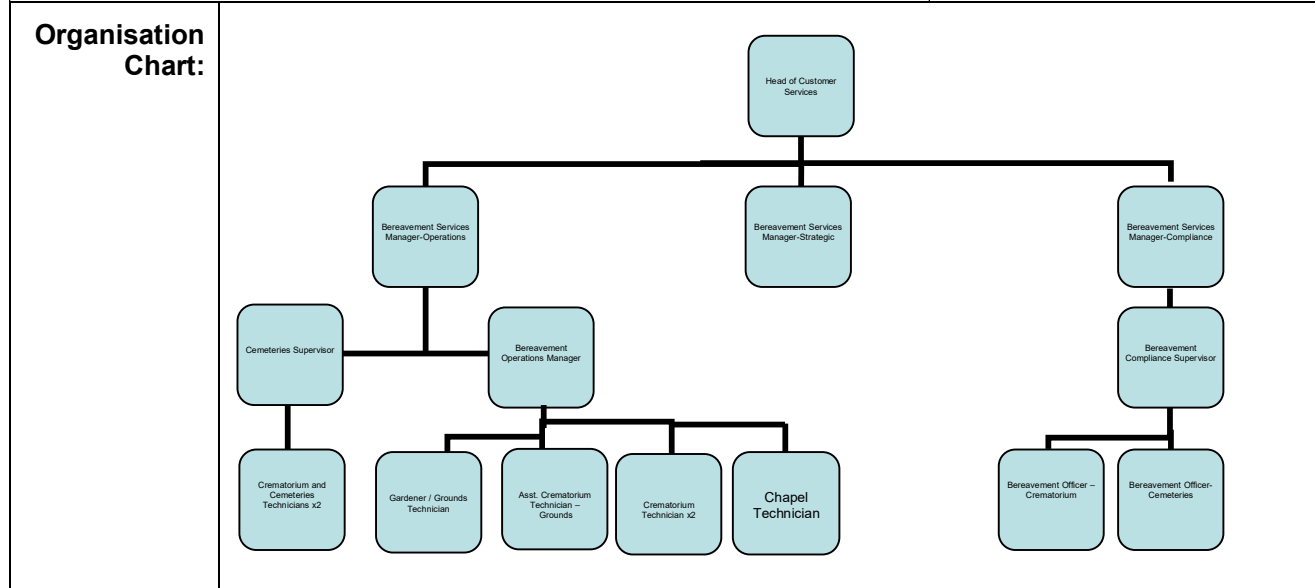


Job Description

Department:	Resources
Division/Section:	Customer Services / Bereavement Services
Job Title:	Cemeteries and Crematorium Technician
Post No:	008004
Grade:	Grade 5
Reports to	Cemeteries Supervisor
Post No:	000228
Supervisory responsibility for:	N/A

CRB Check applicable? Standard Enhanced None

Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions? Yes No



Job Purpose:

- To assist the Cemeteries Supervisor with the day-to-day functions of operating the cemeteries, including representing the Authority at burials, liaising with bereaved families, funeral directors and contractors.
- To carry out memorial safety checks within all the Council’s cemeteries and closed churchyards to an agreed procedure.
- To provide holiday and lunch cover as required in the crematorium chapel including liaising with funeral directors, officiants and families to ensure that cremation services are carried out in accordance with families’ instructions and to the standards set by the Charter for the Bereaved.

Description prepared by:	Danny Corr	Date:	30/7/2021
Description agreed by postholder:		Date:	
Authorised by Director:	Mark Sandhu	Date:	19/8/2021

<u>Main Duties and Responsibilities - cemeteries</u>	1.	To assist in the provision of our burial service by liaising, as required, with the Bereavement Compliance Team and contractors to provide burials at specific times and in accordance with statutory and Health and Safety legislation.
	2.	To represent the authority at burials to ensure all statutory and Health and Safety issues are complied with.
	3.	To meet memorial masons at any of the Council's cemeteries, to oversee the installation of new memorials on graves, also to ensure correct construction and lettering and that the memorial complies with the specifications of the memorial permit.
	4.	To assist the Cemeteries Supervisor, and liaise with Aragon Direct Services, to ensure that the burial service is provided, and the Cemetery grounds and closed churchyards are maintained, to a high standard.
	5.	To meet, at any of the Council's cemeteries, members of the public to locate graves or to identify a burial plot for an imminent burial.
	6.	To carry out memorial safety checks within all the Council's cemeteries, and closed churchyards, to an agreed procedure including liaising with the grave leaseholders and, where necessary, making safe, or supervising the repair of, the memorials.
	7.	To participate in a standby rota and attend out of hours operations including arranging and attending out of hours burial services, arranging access to premises and if required, to cover for annual or sick leave, arrange the opening and closing of premises on Sunday mornings.
	8.	To assist, during home visits, the Bereavement Compliance Manager with Public Health Funerals.
	9.	To lock and unlock, as required, the gates at all the Council's cemeteries.
	10.	To assist in the marking out of graves and new burial sections.

	<p>11. To represent the burial service at special functions and services relating to the service or occurring at one of the cemeteries or closed churchyards.</p>
<p><u>Main Duties and Responsibilities – crematorium</u></p>	<p>12. To provide holiday and lunch cover as required in the crematorium chapel to ensure that each service is provided to the highest standards, in compliance with the Charter for the Bereaved.</p> <p>13. To meet and greet mourners, officiants and funeral directors to the chapel.</p> <p>14. 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.</p> <p>15. To assist funeral directors by bearing the coffin from the hearse to the catafalque.</p> <p>16. To ensure provision of a welcoming environment for users of the chapel by tidying it between services.</p> <p>17. To assist with the transfer of the coffin from the catafalque to the charging bier.</p> <p>18. 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.</p> <p>19. To monitor traffic flow and, as required, direct the parking of vehicles in the crematorium grounds.</p> <p>20. To assist with the charging of coffins into cremators, following the specified procedure and using the PPE provided.</p> <p>21. 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.</p> <p>22. 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&B).</p> <p>23. To assist, as required, in the crematorium grounds including grass cutting; sweeping; planting; hedge cutting; pruning and maintenance of roses, shrubs and trees; weeding; leaf clearing, watering of plants and litter picking.</p> <p>24</p>

	25.	As required to erect, clean and maintain memorials within the crematorium grounds To comply with all Health and Safety at work requirements as laid down by the employer.
	26.	To carry out all responsibilities with regard to the Council's Equal Opportunities Policy and Procedures and Customer Care Policy.

Flexibility Clause:	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.
Variation Clause:	<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 postholder.</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>