

Job Description

Department:	Corporate Services
Division/Section:	Customer Services / Bereavement Services
Job Title:	Crematorium Technician – Part-time
Post No:	014344
Grade:	Grade 6 (pro rata 3 days)
Reports to:	Bereavement Operations Manager - 013458
Organisation Chart: Show immediate manager and any jobs reporting to this post.	<pre> graph TD HCS[Head of Customer Services] --> BSMO[Bereavement Services Manager-Operations] HCS --> BSMSTR[Bereavement Services Manager-Strategic] HCS --> BSMC[Bereavement Services Manager-Compliance] BSMO --> CS[Cemeteries Supervisor] BSMO --> BOM[Bereavement Operations Manager] CS --> CXT[Crematorium and Cemeteries Technicians x2] BOM --> GGT[Gardener / Grounds Technician] BOM --> ACT[Asst. Crematorium Technician – Grounds] BOM --> CXT2[Crematorium Technician x2 FT x 1 PT] BOM --> CT[Chapel Technician] BSMC --> BCS[Bereavement Compliance Supervisor] BCS --> BO[Crematorium Officer – Crematorium] BCS --> BOC[Bereavement Officer – Cemeteries] </pre>
DBS Check applicable?	Basic <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input type="checkbox"/> None X
	Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions? Yes <input type="checkbox"/> No X
Line Management responsibility for:	No. of direct reports: 0 No. of indirect reports: 0
Size of budget:	N/A
Job Purpose:	<ul style="list-style-type: none"> To work on a rota system to cover chapel and crematory duties. To liaise with funeral directors, officiants, families and, where appropriate, organists or musicians to ensure that cremation services are carried out in

	<p>accordance with the families' instructions (as far as possible) and to the standards set by the Charter for the Bereaved.</p> <p>To operate cremators and other crematory equipment in accordance with current statutory and locally agreed standards including the FBCA Code of Cremation Practice.</p>
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Main Duties and Responsibilities:

Main Duties and Responsibilities- chapel:

- 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.
- To ensure that music has been received and is programmed for the day's funerals.
- To meet and greet mourners, officiants and funeral directors to the chapel.
- 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.
- To assist funeral directors by bearing the coffin from the hearse to the catafalque.
- To ensure provision of a welcoming environment for users of the chapel by tidying it between services.
- To assist with the transfer of the coffin from the catafalque to the charging bier.
- To undertake cleaning duties, as directed, to include vacuuming carpets and curtains; cleaning windows and glass doors/display cabinets; cleaning toilets; cleaning floors and walls; sweeping floors, pathways, hardstanding areas (indoors and out); and using chemicals in accordance with COSHH Regulations.
- 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.
- To strew cremated remains, accompanied (witnessed) by the family on some occasions and may include conducting readings or leading mourners in prayer as part of the strewing service.
- To place, on pews, service sheets and attendance cards as required.

Main Duties and Responsibilities- Crematory

- To operate computer-controlled cremator equipment in accordance with the FBCA Code of Cremation Practice and the Pollution Prevention and Control Regulations, 2000, Process Guidance Note PG5/2(2004) and any subsequent amendments
- To operate cremation ancillary equipment, including cremulators and the electric charging bier.
- To undertake cleaning duties, as directed, to include sweeping and mopping all crematory and ancillary rooms; polishing cremators; cleaning windows and glass doors; cleaning toilets; cleaning floors and walls; sweeping floors, pathways, hard-standing areas (indoors and out); and using chemicals in accordance with COSHH regulations.
- To assist in the daily removal of floral tributes and preparing the floral tribute area in readiness for services.
- To prepare and carry out the no-witness strewing of cremated remains, in designated areas in a professional manner, and brush in the remains to ensure they are not visible.
- To prepare cremated remains for collection, including engraving name plaques.
- To conduct tours of the crematory, providing advice and information on the process of cremation.

Other related duties

- To be on a standby rota and attend out of hours operations to cover chapel duties, crematory duties and if required, to cover for annual or sick leave, arrange the opening and closing of premises and manning the office on Saturday mornings.
- 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.
- To assist with the erection and maintenance of memorials in the Gardens of Remembrance
- To complete the final check of cremation paperwork in accordance with agreed procedures.
- To empty litter bins and remove unauthorised items from the flower beds and strewing areas.

<ul style="list-style-type: none"> • To assist with horticulture duties within the Gardens of Remembrance. • To comply with all Health & Safety at work requirements as laid down by the employer. • To carry out all responsibilities with regard to the Council's Equal Opportunities Policy and Procedures and Customer Care Policy. 	
Generic Responsibilities:	<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health & Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>
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 the Head of Service reserves the right to make changes to your job description following consultation.</p>

DATE: 19 Jan 23

COMPLETED BY:
Danny Corr

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