

**HUNNABALL FAMILY FUNERAL GROUP
JOB DESCRIPTION**



POSITION: FUNERAL SERVICE OPERATIVE: CASUAL

HOURS: No Fixed hours

REPORTING TO: GATE HOUSE MANAGER

ACCOUNTABLE TO: OPERATIONS MANAGER

JOB SUMMARY:

To provide our clients with the highest possible level of service whether acting as a driver/bearer on funerals or a chauffeur on other occasions.

To assist in the removal and the care of the deceased in out of normal working hours.

To prepare both coffins and caskets.

MAIN DUTIES:

- To drive all or any of the company vehicles as required in such a manner as laid down by the company from time to time, also to report any defects or damage to vehicles promptly.
- To carryout routine vehicle checks before using a company vehicle on all occasions, to ensure the vehicle is roadworthy and safe to use.
- To drive hearses or limousines on funerals in such a manner as laid down by the company from time to time.
- To act as a bearer on funerals in such a manner as laid down by the company from time to time.
- To attend at the interment of cremated remains and, if necessary, prepare (dig) the plot and, where required, say the prayers of committal or similar after suitable training.
- To assist with the removal of the deceased from hospitals, private addresses, nursing/care homes and other locations as required, in such a manner as laid down by the company from time to time.
- To be prepared to take part in the out of hours removal rota (to collect the deceased outside normal working hours) occasionally, to assist with sickness and holiday cover. (voluntary)
- To assist in the preparation and presentation of the deceased, in such a manner as laid down by the company from time to time.
- To prepare coffins/caskets, ashes caskets, marker crosses and to engrave name plates for same in such a manner as laid down by the company from time to time.

- To clean all or any of the company's vehicles as directed, whether driven by you or not. (All funeral vehicles to be cleaned by close of business on the day they are used).
- To be prepared to take part in chauffeuring duties such as Weddings, Mayoral limousine, or private hire, in or out of normal working hours. (voluntary)
- To assist in cleaning the workshop and garage as well as other areas as directed by management.
- To maintain a friendly, helpful and respectful manner in all dealing with clients, management and all colleagues.
- To deliver and collect documents as required in an efficient manner.

You will make yourself aware of and abide by the rules and codes of conduct laid down by the company, this is particularly important in the case of health and safety and fire procedures.

You will behave in a professional manner at all times and assist and co-operate with all other members of staff.

You are expected to maintain the highest standards of conduct, appearance and best practice within the company at all times. Whilst driving any funeral vehicle all staff will wear their black jackets and ties, whilst on funerals chauffeur caps must be worn.

You may be required to carry out other duties as directed or specified by the management from time to time to assist in the smooth running of the business; these will be within your level of competence.