

FUNERAL OPERATIVE

HOURS OF WORK	Monday to Friday 8.30 am – 5.00 pm
OUT OF HOURS	The company operates an Out of Hours rota system. The applicant is expected to participate in this system to cover removals.
PROBATIONARY PERIOD	All appointments are subject to a probationary period of six months.
SALARY	£23,210 per annum depending on experience plus £70 per month for Standby. Salary is paid in arrears by 30 th /31 st of the month by means of bank transfer.
SICK PAY	Statutory sick pay.
HOLIDAY ENTITLEMENT	28 days per calendar year including Bank Holidays.
SMOKING POLICY	The company operates a no smoking policy
TRAINING	Training will be provided, but the successful applicant is expected to undertake external training as appropriate.

The above are guidelines only and can not be taken to constitute part of the formal contract of employment.

JOB DESCRIPTION

Paul J King
FUNERAL DIRECTORS

JOB TITLE:

Full-time Funeral Operative

BASED AT:

Paul J King Funeral Directors
6 Corporation Road, Chelmsford, Essex CM1 2AR

MAIN PURPOSE:

To undertake all duties related to the funeral profession.

KEY TASKS:

- Collection of the deceased from the place of death and bringing them into the care of our funeral home. Sometimes this will occur out of hours and thus you will be part of our rota on-call team.
- Receiving and preparing coffins
- Ensuring all funeral service vehicles are clean and prepared for each funeral
- Driving the hearse or limousines and carrying the coffin from the hearse into the crematorium, churchyard or other place of rest.
- Assist and support the relatives and friends through the ceremony
- Preparation and presentation of the deceased
- Participating in the out of hours rota system to cover removals. Details will be discussed at interview.
- Maintaining accurate records as required either in writing or using a computer.
- Cleaning public areas, mortuary and workshops on a daily basis to maintain our high standard of hygiene and cleanliness

RESPONSIBLE FOR:

- Carrying out routine checks on equipment as required.
- Carrying out weekly checks on our fleet and clean, polish and prepare all vehicles to an immaculate standard.
- Attending to basic premises maintenance in quieter times, ensuring paintwork is clean or repainted to maintain high standards of presentation
- Cleaning public areas, mortuary and workshops on a daily basis to maintain our high standards of hygiene and cleanliness

RESPONSIBLE TO:

Report directly to the Business Manager

COMMUNICATE WITH:

- Liaising with all other staff and branches of Paul J King Funeral Directors
- Attending regular team meetings both during and outside office hours
- Liaising with Doctors, Hospitals, Crematoria, Florists and all other suppliers and contractors

TRAINING:

- Attending training courses delivered internally and externally as appropriate

GENERAL:

- An Operative Handbook and Staff Handbook are used throughout the company and staff are expected to adhere to the content of both.
- Observe and adhere to all fire, health and safety and other statutory requirements.

Because of the changing nature of our business your job description will inevitably change. You will, from time to time, be required to undertake other activities of a similar nature that fall within your capabilities as directed by management.

JOB APPLICATION FORM – Full-time Funeral Operative*Paul J King*
FUNERAL DIRECTORS

Please complete this form accurately, giving as many details as possible of your skills and experience relating to this job application. Shortlisting will be based on the information gathered from the form. A CV can be submitted to support your application, although all parts of the form must be completed, even if you submit a CV.

Part A: Personal Information

Forename(s):		Surname:		Date of Birth:
Home Address:			Home Telephone Number:	
			Mobile Number: <i>(where possible)</i>	
Height:		Email address: <i>(where possible)</i>		
Do you hold a current driving licence? YES/NO		Do you have regular use of a vehicle for work? YES/NO		
Do you have or had a criminal conviction or CCJ against you? YES/NO				

Part B: Education and Training

Schools / Colleges	Dates		Qualifications obtained
	From:	To:	
Other training / courses attended <i>(please use an additional sheet if necessary)</i>			

Part C: Present or last employment

Present or most recent employer, Nature of business and address	Dates		Position held and nature of duties	Reason for wishing to leave or for having left
	From:	To:		
Current / most recent salary:		Period of notice required:		

Part D: Work history

Give details of your previous work history (including voluntary or unpaid work) beginning with the most recent post.

Dates (from/to)	Name & Address of employer	Position held	Summary of main duties	Reason for leaving

Please use an additional sheet if required

Part E: Computer Skills

Please list the software packages which you are familiar with and indicate your level of competence

Part F: Membership of Clubs, Organisations, Groups, etc

Please list any clubs or organisations of which you are a member

Part G: Hobbies and Interests

Part H: Health and Disability

Is there anything concerning your medical history or state of health that is relevant to your application? YES/NO

If Yes, please give details:

Do you consider yourself disabled within the meaning of the Disability Discrimination Act? YES/NO

If Yes, please give details:

Do you require any special assistance at interviews or with any aspect of the job? YES/NO

If Yes, please give details:

Thank you for your co-operation

Part I: Additional Information

Please give your reasons for applying for this post and any additional information that you feel appropriate to your application, including achievements and skills gained which you consider relevant to the post. Continue on separate sheets if necessary.

Part J: References

Give the names and addresses of two referees, not relatives, of whom confidential enquiries may be made - one of whom must be your **CURRENT** employer (or if not currently employed, your last employer). If you have been with your employer for less than 3 years, you should also give your previous employer as a referee

Name and Address	Position:
	Telephone Number:
	Email:
	Capacity in which known to you:

Name and Address	Position:
	Telephone Number:
	Email:
	Capacity in which known to you:

Information to be sought from your referees will (as appropriate) include the length of time they have known you, your duties and reasons for leaving, the number of days sickness absence (not reasons), details of any disciplinary action, your skills/abilities, work relationships and attitude, strengths and areas for development.

Part K: Declaration

I certify that the information I have given is correct and I understand that should I make an incorrect statement on this application, or should I wilfully conceal any material fact, I will, if appointed be liable for dismissal.

Signed Date:

In accordance with the Data Protection Act 1998, I hereby give my consent for the information I have provided in this application to be used for the purposes outlined only on this form and as stated in the Guidance Notes for Applicants.

Signed Date:

Completed application forms should be marked CONFIDENTIAL and returned to:
Mr Paul J King, Paul J King Funeral Directors, Causeway House, 37-39 The Causeway, Maldon CM9 4LJ

Receipt of this application form will not be acknowledged unless you include a stamped addressed envelope.
Your application will be carefully considered and shortlisted candidates will be notified of the outcome of their applications; if you have not heard within two weeks of the closing date, you should assume that your application has been unsuccessful on this occasion.

Thank you for your interest in this post and for taking the time to complete this form