

PORTCHESTER CREMATORIUM JOINT COMMITTEE

JOB DESCRIPTION

DEPARTMENT Portchester Crematorium	GRADE
POST TITLE Crematorium Technician	SCP 18-21

JOB PURPOSE

To operate and maintain cremators and associated equipment, receive Funeral Services in Chapels and assist in the general upkeep of the Crematorium Buildings.

JOB ACTIVITIES

1. **Cremators**:- operating single handed (after training and obtaining Proficiency Certificate), Cremulating and identification of cremated remains, carrying out routine maintenance programme.
2. **Chapel Services**:- receiving Funeral Services in the Chapels and attending throughout each service in order to remove floral tributes from coffin, position coffin, operate equipment, assist mourners and funeral directors as necessary.
3. **Upkeep of Crematorium Buildings**:- to carry out the general cleaning and upkeep of the Crematorium Buildings, offices, furniture and fittings.
4. Scattering of cremated remains, recording position in the Garden of Remembrance, removal of floral tributes.
5. Undertaking such other tasks as directed by the Registrar or other senior staff consistent with the Grading of the post and general level of duties detailed above.
6. To attend weekend on a 1 in 5 rota 8am to 10am – 3.30pm to 4.30pm Saturday, 9am to 10am – 3.30pm to 4.30pm Sunday. To open and close building. To carry out routine maintenance in. preparation for week ahead

Who is the Person?

It is important to us that you have:

- A helpful, sympathetic and polite approach to dealing with customers
- Excellent ICT and communication skills
- Organisation and time management skills
- The ability to work as part of a team
- Flexibility to deal with changing priorities