

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| Job Title: | Crematorium Worker |
| HBC Grade: | **HBC 5** |
| Service: | **Cemeteries & Crematorium** |
| Division: | **Environment Services** |

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| **Main Purpose of the Role** |
| To be responsible for the operation of Widnes crematorium. To comply with all statutes, laws and regulations relating to the operation of the crematorium. |

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| **Key Duties** | |
| **1** | To ensure the efficient operation of the Widnes Crematorium in accordance with the Local Government Act 1972, the Cremation Regulations 1930 and the Health and Safety at Work Act 1974. |
| **2** | Ensure the compliance with the Cemetery Rules and Regulations and relevant Codes of Practice and procedures. |
| **3** | Attend cremation services and perform front-of-house duties by helping, supporting and directing the funeral party, the clergy and funeral directors. Operate the curtain and music system and deliver a compassionate and dignified service. |
| **4** | Transfer the coffin from catafalque to charging bier and charge coffin into cremator or place/remove coffin from storage facilities – to include the supervision of non-qualified members of staff when assisting with these duties. |
| **5** | Operate and oversee the cremation process, and collect the cremated remains, separating out any implants/residual metals for appropriate disposal. |
| **6** | Cremulate the remains, transfer as appropriate into casket/urn and transport the same to storage areas. |
| **7** | In carrying out the cremation process ensures that identification from the receipt of the coffin until the disposal of remains is completely traceable, ensuring the secure storage of coffins/cremated remains at all times. |
| **8** | Accurately process written Instructions to Cremate and maintain adequate manual/computerised records of the whole process, to meet the requirements of statutory Form G and to include environmental emissions records. |
| **9** | Report any faults with the cremators and other ancillary equipment to the Cemeteries & Crematorium Operations Officer. |
| **10** | To instruct and train other staff and apprentices to operate the crematorium and to carry out the cremation process. To be responsible for apprentice workers allocated to the crematorium. |
| **11** | Undertake routine maintenance and cleaning of crematorium equipment including the cremators, the cremulator, transfer equipment, chapel equipment, etc. and report any faults to the Cemeteries & Crematorium Manager. |
| **12** | Given the risks associated with the key aspects of this role, the postholder must have regard to their own Health & Safety and to the health and safety of their colleagues and any cemetery visitors. In particular, they must follow the Code of Cremation Practice and the ICCM Code of Safe Working Practices for Cemeteries, and any local health and safety procedures. |
| **13** | During the working week, take responsibility of the appearance of the Book of Remembrance Room, ensuring that the Book is opened at the correct date, that fibre optic lights are checked and changed if necessary and that new data is inputted accurately into the electronic Book of Remembrance. |
| **14** | Carry out the scattering of cremated remains/placing cremated remains into Overground vaults with tact and understanding. |
| **15** | Fix bronze/granite plaques in the Gardens/Hall of Remembrance in accordance with written instructions. |
| **16** | Maintain the crematorium garden. To include horticultural and cleansing tasks. To assist Cemetery Workers to carry out grave digging and horticultural tasks. |
| **17** | To wear corporate clothing/uniform at all times when on duty. To maintain corporate clothing/uniform in good order. |
| **18** | To undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job. |

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.

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| **Attributes** | **Essential Criteria** | **How Identified** (delete as appropriate for each criteria) |
| **EDUCATION/**  **QUALIFICATIONS** | ICCM Crematorium Technician’s Certificate or BTEC Advanced Certificate for Crematorium Technician. Operations. | All qualification certificates stated on Application must be presented at interview |
| ICCM or equivalent qualification for JCB/Dumper. | Application / Interview |
| Good standard of education to GCSE level, computer literate. | Application / Interview |
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| **EXPERIENCE** | Supervisory experience. | Application / Interview |
| Previous crematorium operation experience. | Application / Interview |
| Experience with dealing with the bereaved. | Application / Interview |
| Understanding manual handling skills. | Application / Interview |
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| **KNOWLEDGE** |  |  |
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| **SKILLS & ABILITIES** | Ability to work to strict timescales. | Application / Interview |
| Ability work under pressure with the minimum of supervision. | Application / Interview |
| Able to supervise others. | Application / Interview |
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| **OTHER REQUIREMENTS** | Must be physically fit. | Application / Interview |
| Smart and articulate. |  |
| Full clean driving licence. |  |
| Have tact and diplomacy |  |

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| **Attributes** | **Desirable Criteria** | **How Identified** (delete as appropriate for each criteria) |
| **EDUCATION/**  **QUALIFICATIONS** |  |  |
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| **EXPERIENCE** | Supervisory experience. | Application / Interview /Assessment |
| Mentor experience for cremation training. | Application / Interview /Assessment |
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| **KNOWLEDGE** |  |  |
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| **SKILLS & ABILITIES** |  |  |
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| **OTHER REQS** |  | Application / Interview /Assessment |
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Please note: Front line posts with direct customer contact should include a statement detailing the spoken English language requirements of the post.

For office use only:

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| **Date Created:** |  |
| **JE Ref:** |  |
| **Date Agreed:** |  |

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.