***Job Description***

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| **Post title** | Apprentice Crematorium Technician | **Grade** | Apprentice |
| **Department** | Burial and Cremation Service – Thornton and Southport Crematoria. | **Post ref** | Level 2 NMW |

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| **Overall job purpose** |
| To assist with the cremation process of deceased persons under the direction of the Burials and Cremations Manager or their Deputy, in accordance with the codes of practice, ethics and all relevant to date legislation.  To provide a caring, sensitive, and high-quality service to the bereaved and members of the public attending the cremation service.  To support with grounds maintenance tasks/works in the workplace (Thornton or Southport Crematoria)  To assist with all chapel duties in the crematorium in readiness for service provision and all associated work in the environment within the crematorium. |

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| **Reporting relationships** | |
| **Reports to:** | Operational Supervisor |
| **Responsible for:** | None |

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| **Key tasks and responsibilities – post specific** |
| To support with the use of the cremators and ancillary equipment in accordance with the manufacturer’s instructions and adhere to the Code of Cremation Practice as issued by the Federation of Burial and Cremation Authorities at all times including full operation of the cremators. |
| Support with chapel duties including preparing the chapel for services, preparing audio and visual elements, checking of the coffin plate and the monitoring of each funeral daily. |
| To undertake visual checks, assist with the recording and monitoring of the cremation process reporting any defects and noncompliance with the EPA 1990 and all other legislative requirements. |
| To facilitate all processes in accordance with the wishes of the applicant for the funeral service |
| To attend on reception of the funeral cortege and assist clergy, officiants, funeral directors and public as required tactfully and sensitively. |
| To operate all associated equipment with the chapel and cremation duties within the service including processing machines, and miscellaneous equipment (webcasting, visual tribute systems, audio systems, and all cremation associated machinery). |
| Assist with keeping records of all cremations, appointments of disposals and cremated remains. |
| With support ensure the correct storage of all cremated remains on site. |
| To carry out basic maintenance on cremators and ancillary equipment as provided in the FBCA and ICCM Training scheme including cleaning of the equipment. |
| To observe all Health and Safety Regulations in the workplace. |
| To clean the crematory, committal areas and all other associated areas in the crematorium to a high standard. |
| Assist with the disposal of cremated remains when required in line with the applicant instructions either by scattering or burial. |
| To clean and maintain building areas of the workplace daily. |
| Undertake all horticultural maintenance work applicable in the grounds of the crematoria both Thornton and Southport including memorial installation. |
| To open and close the Book of Remembrance room (Monday-Friday) and turn BOR pages on request. |
| Undertake general duties of the crematoria to maintain appearance of the site and assist with traffic control on request. |
| To undertake relief and cover duties at both Thornton and Southport Crematoria on request where there is a service need. |

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| **Key tasks and responsibilities – General/Special conditions** |
| Operate according to the Council’s corporate values and codes of behaviour. |
| This is a 36 hour a week post operated over 5 days, during lunch breaks staff have to maintain the operating capacity of the cremators and chapel on a rota basis. |
| It is a requirement that upon entering the service, the post holder must undertake the training if not already held of the FBCA crematorium Technician Training to formally hold a certificate of Proficiency in accordance with the Cremation Regulations. |
| Protective Clothing is provided. |
| Adhere to relevant working practices, methods and procedures including undertaking relevant training and development as required and respond positively to new and alternative ways of working. |
| Carry out any other reasonable duties and responsibilities commensurate with the grade and level of responsibility of the post. |
| Engage with digital models of service delivery and support the implementation of digital working methods. |
| Demonstrate a commitment to the delivery of excellent service for all customers and service users. |

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| **Employee signature** | | | |
| *This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual post will change and existing duties many be lost and others gained without changing the general character of the duties or the level of responsibility. As a result the Council expects that this job description and person specification will be subject to revision.* | | | |
| **Employee signature:** |  | **Date:** |  |

***Person Specification***

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| **Post** |
| **Apprentice Crematorium Technician** |

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| **Skills** | **Essential / Desirable** | **Assessment** |
| Excellent customer service skills | Essential | Application Form/ Interview |
| Ability to use own initiative | Essential | Application Form/ Interview |

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| **Knowledge** | **Essential / Desirable** | **Assessment** |
| Effective verbal communication | Essential | Interview |
| Effective ability with computer-controlled equipment | Essential | Application Form/ Interview |
| Ability to demonstrate a sympathetic and patient attitude | Essential | Application Form/ Interview |
| Knowledge of Health and Safety and working practices in a bereavement environment | Desirable | Application Form/ Interview |

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| **Experience** | **Essential / Desirable** | **Assessment** |
| Understanding the principles of all legislation and codes of practice associated with the burial and cremation service | Desirable | Application Form/ Interview |
| Working with the Public | Essential | Application Form |
| Working in a sensitive environment | Desirable | Application Form/ Interview |

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| **Qualifications** | **Essential / Desirable** | **Evidence** |
| Certificate of Proficiency in Cremator Operation or willing to complete this qualification within 12 months of appointment. | Desirable | Application Form/ Certificate/Interview |
| A Good standard of General Education, working above at/above Level 1 for English and Maths (equivalent to GCSE grade C/D or level 3/4) | Essential | Application Form/ Certificate/Interview |

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| **Additional information / other requirements of the post** |
| * A full, clean driving licence and access to a vehicle * It is a requirement that upon entering the service, the post holder must undertake the training if not already in held of the FBCA crematorium Technician Training to formally hold a certificate of Proficiency in accordance with the Cremation Regulations. * This is a 36 hour a week post operated over 5 days, during lunch breaks staff have to maintain the operating capacity of the cremators and chapel on a rota basis |

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| **Date produced / last amended** |
| November 2001 / January 2022 |

**Equality Act 2010**

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made.

If appropriate, disabled candidates should indicate on the application form if they have needs which should be considered at the shortlisting stage.