

Job Description

Job Title:	Funeral Assistant		
Name:		Location:	Chalk Farm Workshop, Garage & Mortuary
Reports to:	Workshop & Garage Branch Manager	Date started:	

Company Values:

TRUST ♦ EXCELLENT SERVICE ♦ LIFE LONG LEARNING ♦ DILIGENCE ♦ SKILLS ♦ DIGNITY

Key Tasks:	• Attend removals and funerals, as directed • Be responsible for money, property and other valuable items of the deceased • Carry out removals, on duty squad, for out of hours call outs • Fit coffins, where required • Drive, clean and maintain the vehicles • Carry coffins on shoulders or use trolley, as directed • Ensure that your appearance is always smart and clean •
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Key Skills (technical):	• Good driving skills and awareness • Good understanding and management/supervision of Health & Safety requirements for all aspects of funeral service and the needs of the garage/workshop • Thorough understanding of requirements for funerals, repatriations etc •
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Key Skills (people):	• To be sensitive with client and company confidential information • Professional and empathetic telephone manner • Good communication skills, internal and external • Work equally well as part of the team as you do as an individual • Excellent timekeeping and diary management • Familiarity with company ethos, procedures and policies •
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