

Independent Family Funeral Director

Job description for Funeral Operative/Trainee Funeral Director L. W. Clutterbuck Ltd

Hello, thank you for interest in becoming a funeral director at L. W. Clutterbuck Ltd. If successful, you will be joining us at an exciting time in our business' history. Over the past few years, we have seen increasing demand for our services and we are now at the point of expanding our reach in the local area to extend our expertise and professionalism to those who need it most, at the most sensitive and vulnerable times in their lives.

Details of the roles expected and our expectations of those who wish to apply are as follows:

Funeral Operative Roles:

- Washing cars, polishing and cleaning prior to funerals and in general preparation for future funerals.
- Collecting deceased from hospitals, nursing homes, residential premises or elsewhere as required.
- Pall bearing.
- Limousine/Hearse driving.
- Assisting with headstones, memorials, plaques and tablets: (moving, collecting, erecting, cleaning, painting etc)
- Digging and preparing for interment of ashes
- Assisting with receiving coffin deliveries and other deliveries as required.
- General manual work: cleaning, sweeping and manual lifting.
- In addition, carry out any reasonable related tasks as directed.

Also, as required

- Preparing coffins for funerals (fitting handles, linings, breast plate, polishing, etc).
- Preparing other funeral related items: grave markers, ashes containers, plaques etc.
- Assisting with the preparation and dressing of deceased.

In addition to assisting with the above tasks we would like someone who would suit the role of becoming a funeral director. This would require someone who has good communication skills, is well organised, is confident and presents well, has good literacy and numeracy, as well as being able to think on their feet and consider themselves a problem solver.

Funeral Director Roles: (in addition to the above)

- Being on-call out of hours.

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- Taking “first calls” from relatives, friends, nursing homes etc.
- Meeting people to discuss funeral wishes.
- Organising the funeral, coordinating with third parties (celebrants, crematoria, coroners etc.)
- Conducting the funeral on the day.
- Organising and attending at ashes interments.
- Organising memorials.
- Sending estimates and invoices.
- Arranging pre-paid funeral plans.

Training will be provided, followed by an opportunity to gain a recognised qualification.

Pay and hours:

- From £10.00 per hour depending on experience.
- Hours required are: 9:00am – 5:00pm Monday-Saturday (5 days with rotational day off)
- Additional hours may be available.
- Working base locations could be at our Cam or Thornbury offices.

Please send an up-to-date CV and covering letter to L. W. Clutterbuck Ltd Funeral Directors at 24-26 High Street, Cam, Dursley, Glos., GL11 5LE or via email to enquiries@lwclutterbuck.co.uk by 9am Monday 20th September 2021. We will then contact you by 5pm Wednesday 29th September 2021 to let you know if you have been unsuccessful or to invite you to an interview which will be held on 5th or 6th October 2021. If you have any questions about this position or the application, please feel free to speak to any one of us.

Please continue for a Person Specification and Core Values.

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Person specification

	Essential	Desirable
Qualifications	<i>Maths and English GCSE level 4+ (A-C)</i>	A higher/further education qualification.
Experience		Telephone, Sales, Previous work in the industry.
Knowledge	Be able and keen to learn new things	Business knowledge
Personal aptitude and skills	Be prompt and reliable in all tasks Excellent interpersonal and communication skills Ability to work on own initiative Ability to work as part of a team Be able to use IT: use the internet, word processor and database and take on board any training of internal systems.	
Disposition	Be calm, polite and friendly Be positive and committed Be able to take on ideas enthusiastically and follow instruction. Take pride in their work.	Be able to contribute to the financial success of the business with ideas and suggestions Think beyond what needs to be done.
Other requirements	Honour our core values Be able to lift heavy weights such as coffins Be aware of safety and security of premises and staff Understand and be willing to contribute to our role in the community A DBS check will be required. A full UK driving licence	Be flexible and adaptable Be able to be responsible for working on your own (While in the office and sometimes remotely)

Please turn over for our core values.

Core Values

