

**CASUAL FUNERAL OPERATIVE – JANUARY 2025**

<b>HOURS OF WORK</b>	<b>Casual, as required</b> , but normally Monday to Friday between 06.30 am – 7.00 pm but when ‘on-call’ it is overnight
	Weekends and Public Holidays when on call.
<b>OUT OF HOURS</b>	The company operates an Out of Hours rota system. The applicant is expected to participate in this system to cover removals. On-call shifts comprise 4 weekend ‘day shifts’ per month and 10 night shifts
<b>PROBATIONARY PERIOD</b>	All appointments are subject to a probationary period of three months.
<b>SALARY</b>	£11.45 per hour, plus payments for callouts out of hours. Salary is paid in arrears on the 25 <sup>th</sup> of the month by means of bank transfer. Call out rates will vary between £45 and £65 depending on shift.
<b>SICK PAY</b>	Statutory sick pay.
<b>HOLIDAY ENTITLEMENT</b>	28 days per calendar year, pro rata – after the probationary period.
<b>SMOKING POLICY</b>	The company operates a no smoking policy

**The above are guidelines only and cannot be taken to constitute part of the formal contract of employment.**

## JOB DESCRIPTION

### JOB TITLE:

Casual Funeral Operative

### BASED AT:

Paul J King Funeral Directors  
Working from any of the six branches of the company.

### MAIN PURPOSE:

To undertake all duties related to the funeral profession.

### KEY TASKS:

- Collecting deceased and assisting on funerals as a driver / bearer.
- Washing and cleaning company vehicles after each funeral
- Placing deceased in Chapels of Rest.
- Participating in the out of hours rota system to cover removals.
- Maintaining accurate records as required.
- Carrying out any other duties as required by the company.
- Carrying out routine checks on equipment/vehicles as required.

### RESPONSIBLE TO:

Report directly to the Manager – Corinne Cadey

### COMMUNICATE WITH:

- Liaising with all other staff and branches of Paul J King Funeral Directors

### TRAINING:

- Attending training courses delivered internally and externally, where appropriate
- Attending meetings of local/national professional institutions and relevant training days provided by these institutions, where appropriate

### GENERAL:

- An Operative Handbook is used throughout the company and staff are expected to adhere to the content of it.
- Observe and adhere to all fire, health and safety and other statutory requirements.

**Because of the changing nature of our business your job description may change. You will, from time to time, be required to undertake other activities of a similar nature that fall within your capabilities as directed by management.**