



Walter C. Parson
Funeral Directors

JOB DESCRIPTION

Job Title: Funeral Director's Assistant - Embalmer

Main Purpose of Job:

To provide an Embalming and Funeral service to a high standard, ensuring a professional image is portrayed at all times. Carrying out duties associated with the role including coffin preparation and facilitating viewings.

Functional Links with:

Directors, Managers, Colleagues, Suppliers, Members of the public and Customers

Duties and Responsibilities.

1. To carry out removals of the deceased and ensure preparation of the body is carried out to a high standard;
2. To manage the process of embalming bodies, including keeping and maintaining embalming records, ordering embalming consumables and dressing the deceased;
3. To place deceased into coffins, transport coffins to the chapel and facilitating viewings including meeting and greeting families;
4. To provide a high level of care to the deceased until the day of the funeral;
5. To provide support with the offloading, storage and stock levels of coffins;
6. To prepare coffins to a high standard, including fitting and plate engraving;
7. To drive all company vehicles as required. Ensuring all vehicles are driven responsibly;
8. To clean and maintain company vehicles ensuring daily and weekly checks are carried out;
9. To be responsible for graveside preparation and digging of cremated remains plots;
10. To facilitate Doctors visits;

11. To carry out necessary duties relating to attendance cards and charitable donations;
12. To carry out bearing duties to a high standard ensuring a professional image is always maintained;
13. To ensure areas of work are tidy and a high level of cleanliness is maintained;
14. To co-operate and participate in any training provided for yourself or others.
15. To assist in the supervision of new starters during their induction period.
16. To handle customer complaints in a calm, non-confrontational and courteous manner. To take responsibility for ensuring follow-up actions are taken and that in the case of a formal complaint a company Director is promptly informed;
17. To actively and positively contribute to the appraisal process and to follow up agreed actions;
18. To work at all times in accordance with the Health & Safety at Work Act 1974 and to follow all company procedures and guidelines which assist this;
19. To work at all times in accordance with the company’s Dignity & Diversity Policy;
20. To work at all times in accordance with the policies and organisational rules and practices found in the Staff Handbook;
21. To undertake such other duties as may be required within the general scope of the job;

Other

This job description may be subject to change, in consultation with the postholder, in response to new circumstances.

Signed by Post Holder

Signed:..... Date.....