
GENERAL CEMETERY COMPANY

Kensal Green Cemetery · West London Crematorium
Harrow Road, London, W10 4RA
enquiries@kensalgreencemetery.com · 020 8969 0152

JOB TITLE: Maintenance Operative

LOCATION: Kensal Green Cemetery & West London Crematorium, Harrow Road, London, W10 4RA

APPLICATION: Send a recent CV and a covering letter that demonstrates how you meet the Person Specification for the job to: kelly.farrington@kensalgreencemetery.com
Closing Date for applications: Monday 28th January 2019 at 11.59pm

REPORTS TO: Foreperson

LIASON WITH: Members of the public, particularly the bereaved, Funeral Directors, Officiants, suppliers and other staff

Job Purpose

The General Cemetery Company owns and runs Kensal Green Cemetery and West London Crematorium.

The post holder will carry out minor repairs and maintenance to Cemetery and Crematorium buildings and grounds

The post holder will maintain the grounds of both the Cemetery and Crematorium Garden of Remembrance to a high standard.

The post holder will also be required to assist mourners, visitors and Funeral Directors to ensure their needs are met and wishes respected and accommodated.

Specific Duties and Responsibilities

- Carrying out minor repairs (e.g. clearing guttering, unblocking drains / toilets and sinks, replacing lightbulbs, getting keys cut and locks fixed, removing and cleaning plaques)
- Checking fire extinguishers, fire alarms, checking water for legionnaires disease
- Assisting mourners with access to the Cemetery, assisting with mourners parking vehicles
- Planting, cleaning memorials and tidying graves
- Grounds Maintenance including:
 - Strimming
 - Leaf or grass blowing
 - Mowing
 - Hedge Trimming
 - Emptying Bins
 - Litter picking / removal of cellophane /cards /balloons etc
 - Cleaning / Sweeping
 - Planting
 - Weeding
 - Dead heading / pruning
 - Watering / using a hose

- Edging
- Fencing
- Using Weedkiller / Pesticides
- Repairing paths / paving etc
- Removing branches / suckers
- Laying turf
- Other general gardening duties
- Assisting the Maintenance Operative / Foreperson to complete repairs / maintenance
- Preparing Gardens of Remembrance ashes plots (rose bushes, rose trees, headstone plots etc.) and facilitating witnessed and unwitnessed interments (and backfilling and making good).
- Project work as directed by the Foreperson e.g. clearing overgrown or unsightly areas.
- Assisting with organised / volunteer groups clearing graves or overgrown areas.
- The post holder must at all times maintain respect for all visitors (including partner organisations e.g. stone masons / funeral directors) and do all that is practicable to meet their needs.
- All duties must comply with health and safety legislation, General Cemetery Company Health and Safety Policy and associated risk assessments.
- To be responsible for all equipment, protective clothing and supplies issued.
- To observe appropriate health and safety guidance in respect of using machinery and wearing protective clothing.
- To deliver all duties with respect to the General Cemetery Company's Equal Opportunities Policy.
- To comply with a dress code or wear a uniform and/or name badge as necessary.
- To train and act as a First Aider as necessary.
- Willingness to undergo training
- The post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

This job description is not an exhaustive list, but contains the main duties and tasks of the job.

The post holder agrees that this job description is an accurate reflection of the purpose and main duties of the job:

Post holder's Name in full _____

Signed _____ Date _____

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Person Specification

JOB TITLE: Maintenance Operative

SALARY: £17,000 - £19,000*

HOURS: Full Time 35hrs per week

- * £17,000 on appointment
- £17,750 on 1 years' experience and satisfactory appraisal
- £18,250 on 2 years' experience and satisfactory appraisal
- £19,000 on 3 years' experience and satisfactory appraisal

Attributes	Essential	Desirable
Qualifications	Full Driving Licence valid for driving on roads in the UK	
Skills & Attributes	<ul style="list-style-type: none"> • Basic knowledge of plumbing • Basic knowledge of general maintenance • Able to use hand tools effectively • Literacy and Numeracy in order to use grave maps • Dexterity and physical fitness to carry out strenuous and repetitive tasks. • Awareness of proper manual handling techniques • Able to help to resolve unexpected problems in a calm, logical, legal and safe manner • Good verbal communication and ability to listen and respond well to instruction • Able to communicate well with visitors who maybe distressed in a sensitive manner • Able to work alone with minimum supervision and as part of a team • Self-motivate, self-evaluate and show initiative • Professional passion and pride • Able to demonstrate an understanding of why diversity and equality are important in employment and service delivery 	
Personal Qualities	<ul style="list-style-type: none"> • Presentable appearance (uniform will be provided) • Motivated and positive • Excellent Time Keeping • Sensitivity to the needs of the bereaved • Polite, kind, honest and courteous 	