



JOB TITLE: Crematorium Technician
SALARY: £26,403 - £28,142

WHAT IS THE ROLE?

You'll:

- Be responsible for cremations, working accurately and safely, ensuring that the identity of the deceased is maintained throughout the process, and attend to the storage and disposal of the cremated remains
- Make sure that legislation and regulations are followed
- Deliver a compliant and customer focused crematorium service to bereaved families.
- Ensure the cremators and cremulator are maintained and are operating correctly and safely
- Clean and prepare the Chapel and assist with operating the media system
- General cleaning duties across the site
- Carry out record-keeping and administrative duties.
- Assist with grounds and building maintenance and making sure all the areas in and around the crematorium are clean and well maintained.
- Open books of remembrance and working on a rota to cover opening of the books on a weekend.
- Manage the process of mourners visiting the crematory for any witness charges.
- Carry out the scattering of cremated remains in the presence of the deceased family and friends.
- Open and close buildings as required.
- Undertake your duties in such a way as to enhance and protect the reputation and public profile of Portchester Crematorium.

WHO IS THE PERSON?

It is important to us that you:

- Have the CTTS qualification (or willingness to work towards this)
- Have the ability to work in a highly sensitive environment, with the highest level of dignity towards the deceased and their families
- Are comfortable handling coffins/ashes throughout the day
- Have patience and the ability to remain calm in stressful situations.
- Are able to follow instructions and procedures and are able to work without supervision.
- Are flexible to help deliver the cremation services at the right time

Portchester Crematorium is managed and operated by the Portchester Crematorium Joint Committee, representing the local authorities of Fareham, Gosport, Havant and Portsmouth

- Have a customer orientated and organised approach to work
- Have a sense of pride and determination to do a good job
- Are a team player with excellent interpersonal skills
- Have confidence in operating machinery
- Are respectful towards different religious beliefs and the needs of all faiths.
- Ideally have the ability to use Multimedia equipment and software

The role will involve a reasonable amount of manual handling.

The hours of work are between 08:00 – 17.30 depending on the duties you are covering that week.

You will be required to work at the weekends and bank holidays on a rota basis (1 in 5). This may increase to 1 in 4 to cover periods of absence. The hours for weekend working are:

08:00 - 10:00 and 16.00 - 17.00 on a Saturday

09:00 - 10:00 and 16.00 – 17.00 on a Sunday.