

AXMINSTER TOWN COUNCIL

POST OF CEMETERY CARETAKER – PERMANENT JOB SHARE

Job Description

Job Summary

To undertake grounds maintenance and associated duties at Chard Road Cemetery.

Details of Duties

1. To be responsible for the day to day supervision of the Cemetery grounds.
2. To deal with undertakers, grave diggers, monumental masons and others who come to the Cemetery in connection with the arrangements for funerals or installation of memorials.
3. To set out grave spaces for contract grave-digging, grave digging for interment of ashes or for burial of a small or newborn child,
4. To ensure that during the period of an interment and until the funeral party leaves the Cemetery the mourners are not disturbed in any way.
5. To carry out general maintenance and care of equipment and operate same in accordance with manufacturer's instructions and report any defects.
6. To see to all grass cutting, tidying of graves, planting and maintenance of flower beds, cutting of shrubs and hedges (other than those assigned to outside contractors) and ensure that appropriate signage and barriers are put in place to warn and protect the public and others in the Cemetery.
7. To ensure that the Cemetery Regulations and other Regulations as set out by the Town Council are observed.
8. To carry out any other duties directed by the Town Clerk either at the Cemetery or elsewhere.

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Person Specification

<u>ATTRIBUTES</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>METHOD OF ASSESSMENT</u>
Qualifications	Maths and English G.C.S.E. or N.V.Q. Level 2 which includes literacy and numeracy.	Clean driving licence.	Application form. Certificate production.
Relevant Experience	Ability to receive and pass on instructions accurately. Previous experience working in grounds maintenance or horticulture.		Application form, Interview. Test.
Personal Skills	Ability to work on own for long periods. Tact and respect in dealing with members of the public who may be recently bereaved or otherwise emotionally stressed.	Previous experience of work in a similar environment	Application form, Interview. Test.
Flexibility	Willingness to cover other duties/absences as and when required possibly at short notice.		Application form, Interview.

