# Job Description

POST TITLE: Out of Hours Cremator Operator

DEPARTMENT: North Oxfordshire Crematorium & Memorial Park

HOURS: Minimum hours 35 (hours) per week with the option for up to 50 to be paid at same rate. Standard is 15.00 – 22.00 Mon - Fri

RESPONSIBLE TO: North Oxfordshire Memorial Park Manager

SALARY: £20,820 (£23,795 FTE)

## Job Purpose

To assist the Manager of the Crematorium with Out of Hours cremation.

## Outline of Primary Duties

To carry out the cremation of human remains in accordance with the Institute of Cemetery and Crematorium Management Inc. ‘Guiding Principles’ and following the requirements of the Environmental Protection Act 1990 and all subsequent legislation.

## Outline of Other Duties

1. Operating the cremator, adhering to Memoria procedures in ensuring that the cremations are carried out safely and with respect.
2. The administration of cremation paperwork to include the completion of all necessary statutory and internal forms.
3. General cleaning and preparation of the crematory, pulverising room, cremated remains store, toilet. Cleaning of the administration block including toilet fixtures and fittings.
4. Use the time whilst cremating to ensure that the facilities are maintained and cleaned to a very high standard.
5. The ability to work in a flexible environment and meet the needs to the team.
6. A high degree of care and understanding is a major requirement of the post.
7. Any other duties of a similar nature that may be reasonably requested by the Crematorium Manager or representative.
8. To follow and adhere to Cremator Manufacturers requirements, whilst complying with Health and Safety requirements along with service plans to ensure the efficient running of the cremator.

## Key Competencies

* Good communication skills
* Ability to problem solve
* Attention to detail
* Self-management
* Adaptability
* Integrity, sensitivity and commitment