Job Description and Person Profile

<table>
<thead>
<tr>
<th>Business/Support service</th>
<th>Funeral</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title</td>
<td>Masonry Fixing Assistant</td>
</tr>
<tr>
<td>Grade</td>
<td>Ungraded</td>
</tr>
<tr>
<td>Job Family</td>
<td>Funeral Masonry</td>
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<tr>
<td>Reporting to (Job Title)</td>
<td>Production Team Leader</td>
</tr>
<tr>
<td>Number of direct reports</td>
<td>0</td>
</tr>
<tr>
<td>Number of indirect reports</td>
<td>0</td>
</tr>
<tr>
<td>Budget Responsibility</td>
<td>N/A</td>
</tr>
<tr>
<td>Contacts</td>
<td>Colleagues, Clients, Suppliers</td>
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a) Job purpose (short summary of why the job exists)

To assist with the preparation, completion and fixing of all type of memorials to the highest standards.

b) Key accountabilities

- Assist with ensuring that memorials are erected and removed to the highest standards in line with Code of Practice set out by National Association of Memorial Masons (NAMM)
- Assist with the preparation of memorials accurately, in line with instructions and fixing schedule.

c) Main responsibilities

- Assist the qualified NAMM fixer with fixing of memorials to the highest standards ensuring they are clean and level.
- Preparation of memorials, accurately in line with SKIN checklist.
- Ensure that the memorials are completed to standard in readiness to be fixed i.e. cored, dowelled, lettered, gilded
- Assist with removing memorials from cemeteries and churchyards as instructed.
- Loading of vehicles with memorials in accordance with “Fix list”.
- Prior to each journey, ensure vehicle carries all specified equipment i.e. cement, tools etc.
- Ensure the Daily Vehicle Check List is completed documenting any maintenance concerns.
- Ensure the vehicles are tidy inside and out and vehicles are driven to society standards.
- Promote an open and effective working relationship with all colleagues.
- Ensure timely and accurate communication with Production Team Leader where necessary.
- Complete Removal Report accurately and forward to Production Team Leader in a timely manner.
- Take photographs of removals and or new memorials as requested.
- Attend training sessions / events as required and assist with training of new colleagues.
- Act as a co-operative and supportive team member, within the Funeral and Masonry teams ensuring the premises are kept clean and tidy.
• Assist in promoting Co-operative Memorials within the local community, building up good working relationships with burial, crematorium and church authorities.
• Communicate openly and accurately with other masonry colleagues.
• Comply with all statutory society Health, Safety and Fire regulations and take action to avoid risk.
• Any other relevant duties as requested.

d) Measures of performance

• Internal & external clients are fully satisfied with completed memorials.
• Documentation is completed in full and accurately keeping administration errors to a minimum.
• Communication is accurate & timely.
• Duties are carried out in a compassionate manner in keeping with the nature of the Funeral profession.
• Develops knowledge and attends training.
• Personal presentation is smart and in accordance with uniform standards.

e) Person profile

<table>
<thead>
<tr>
<th>Essential qualifications</th>
<th>Desired qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full clean driving license</td>
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</table>

<table>
<thead>
<tr>
<th>Essential experience</th>
<th>Desired experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent listening and communication skills</td>
<td>Funeral Industry and masonry knowledge</td>
</tr>
<tr>
<td>Self-motivated and enthusiastic</td>
<td>Experience of working in a production unit</td>
</tr>
<tr>
<td>Excellent organisation skills</td>
<td>Experience of working with different types of stones e.g. granite, marble etc</td>
</tr>
</tbody>
</table>

e) Competencies / behaviours

Future Direction
• See the bigger picture
• Challenge, change and improve
• Make effective decisions

Engage People
• Effective communication
• Collaborate and partner
• Build capability

Deliver Results
• Customer focused ways of working
• Individual accountability
• Agility and reactiveness