



**JOB TITLE:** Crematorium Technician  
**SALARY:** £20,092 - £21,748 (pay award pending)

## **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 Obitus media system to play recorded music, visual tributes and webcasting during funeral services.
- Carry out record-keeping and administrative duties.
- Assist with grounds 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 and bank holidays.
- 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.

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

- Are flexible to help deliver the cremation services at the right time
- 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 15.30 - 16.30 on a Saturday

09:00 - 10:00 and 15.30 – 16.30 on a Sunday and Bank Holiday