



Casual Funeral Service Operative

Job Summary

A rare opportunity has arisen to join a well-established, family run independent business that has served the local area for almost 60 years. The position requires a high degree of professionalism, integrity and empathy whilst upholding the exceptional standards of Cliff Bradley & Sons to support families through difficult times.

Funeral service operatives work as part of a team to ensure families have care and support whilst working with the company and requires the successful individual to work face to face with clients whilst also preparing many aspects of the funeral arranging practise to the very highest standards. This will involve care and preparation of the deceased as well as attending and supporting with funerals to ensure the final journey of the deceased is as carefully and respectfully completed as possible. It is essential that the successful applicant maintains a high standard of personal appearance as the role will involve working face to face with the public.

Responsibilities & Duties

As a casual funeral service operative, you will be responsible to the management team at Cliff Bradley & Sons. With support, you will be required to work closely with the team of funeral directors and contribute to the smooth running of daily tasks when the need arises with work. This is a customer facing role that mainly requires the successful candidate to be available to act as a bearer/driver on funerals, but also support with the preparations and arrangements prior to (and post) funeral service. Successful candidates will also be required to take part in the on-call rota. A full UK driving license with no points or convictions is required as you will be regularly operating company vehicles and chauffeuring families to and from funerals, this role may suit somebody who is semi-retired or looking for casual, flexible work.

- Assist in the care and preparation of the deceased in a manner as laid down by the company.
- Assist with the collection of deceased from hospitals, nursing/care homes, private addresses and other locations as required whilst following company protocols.
- Take an active part in the on-call out of hours rota to collect the deceased outside of office hours.
- Support with viewings in the chapel of rest.
- Act as a bearer at funerals.
- Drive all company vehicles (including hearse and limousine) as required and ensure any defects or damage to vehicles is reported immediately.
- Attend the interment of cremated remains and if necessary, prepare the plot. Prepare coffins, ashes caskets, grave markers and engrave name plates.
- Carry out routine vehicle checks before use and ensure vehicles are always roadworthy.
- Ensure all company vehicles are cleaned after use and ready for reuse on other services.
- Assist in the cleaning of the mortuary, garage and other areas of the business ensuring company protocols are followed.
- Deliver and collect documents in a prompt manner when required.
- Follow direction from funeral directors and management
- Maintain a dignified, helpful and respectful manner when working with clients and colleagues.
- Complete any other tasks deemed necessary in capacity of your role in a timely manner to a high standard.