



## Job Description

<b>Post Title:</b>	Bereavement Service Assistant
<b>Service:</b>	Kent & Sussex Crematorium
<b>Grade:</b>	D
<b>Responsible To:</b>	Bereavement Service Manager

---

**Job Summary:** Carry out duties for the Cemetery & Crematorium Service, ensuring legal and best practice compliance at all times. This is a very busy service and the ability to multi task in a calm manner is essential.

### Main Activities:

1. Take bookings for the Crematorium and Cemetery.
2. Process cremation and burial forms ensuring they comply with relevant legislation.
3. Deal with enquiries from the public, funeral directors and clergy, electronically, by telephone and in person.
4. Maintain computerised and manual records and registers.
5. Facilitate and be present at funeral services within the crematorium / cemetery grounds, ensuring legal requirements are met
6. Mark out graves and ensure dug graves are in accordance with specification.
7. Process cemetery memorial applications, inspect memorials and ensure compliance with rules and regulations.
8. Assist the public in selecting memorialisation in remembrance of their loved one and storage or disposal of cremated remains
9. Financial administration including raising invoices, petty cash and arranging for payment of invoices.
10. Be aware of and exercise personal responsibilities under the Health and Safety Act and other related legislation and policies.
11. Undertake such other relevant duties as may be required by the Head of Housing, Health & Environment.

**NB This job description is not intended to be an exhaustive list of all the tasks and responsibilities of the post. In line with Service needs, some tasks may need to change and any changes will be made in consultation with the post holder.**