



Coventry City Council

## Job Description

**Job Title: Assistant Crematorium and Grounds Maintenance Operative**

**Job Number: C6192D**

**Service: Bereavement Services**

**Post Number: 1001938**

**Location: Bereavement Services Cemeteries or any site in the City**

**Grade: 1**

### Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

### Job Purpose:

Under the direction of the Bereavement Services Assistant Manager help keep the crematorium grounds and gardens of remembrance looking tidy and undertake basic gardening duties.

### Main Duties and Responsibilities:

1. To maintain herbaceous beds and rose gardens.
2. To remove and water seasonal bedding areas including hanging baskets and planters.
3. Ensure that all paths and driveways are swept, clear of mud and edged.
4. To maintain the tidiness of the Cemeteries and Gardens by removing litter, flowers or wreaths and dispose in the bins, skips or compactor.
5. To keep tidy the yards, sheds at all cemetery sites.
6. To conduct oneself in a polite and respectful manner at all times with the public/bereaved who visit the Cemeteries and Gardens.
7. To carry out all the duties of the post having due regard for ones own safety and that of colleagues and visitors to the Cemeteries.
8. Any other duties and responsibilities within the range of the salary grade.

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The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions

- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Responsible for: None**

**Responsible to: Bereavement Services Assistant Manager**

**Date Reviewed: 7<sup>th</sup> January 2020**

**Updated: 7<sup>th</sup> January 2020**



Coventry City Council

## Person Specification

**Job Title: Assistant Estate**

**Maintenance Operative**

**Directorate: Place**

**Job Number: C6192D**

**Post Number:**

**Service: Bereavement Services**

**Grade:1**

**Location: Bereavement**

**Services Cemeteries or any site  
in the City**

Area	Description
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**Knowledge:**

- Types and use of hand tools, i.e. spades, brooms etc.
- knowledge of different plants

**Skills and  
Abilities:**

- Manual handling techniques for strenuous work to be able to undertake digging, bending, lifting and pushing etc, e.g. wheelbarrow, pedestrian mowers, hedge cutting etc in the context of the tasks outlined on the job description.
- Able to work outdoors in all weathers.
- Able to understand verbal and written instructions.
- Able to work to deadlines within guidelines set by management.
- Able to deal sympathetically and courteously with visitors to the cemeteries, customer care skills.
- Able to work as part of a team, or work alone and using own initiative.
- Able to understand risk assessments and method statements

**Experience:**

- Working to deadlines.
- Use of hand tools.

**Educational:**

- None

**Special  
Requirements:**

- None

**Date Reviewed:** 7<sup>th</sup> January 2020

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