



United Synagogue Job Description

JOB TITLE:	Grounds Person
LOCATION:	Burial - based at Bushey Cemetery, may be required to work across various cemeteries
WORKING HOURS:	39 hours per week (Monday, Tuesday, Thursday, Friday & Sunday)
SALARY:	£20,000 per annum to start, possible overtime (after successful probationary period) and extra duty payments
REPORTS TO:	Foreman
BENEFITS:	20 days holiday, plus 8 Bank Holidays Ride-to-Work Scheme Auto-Enrolled Pension

VISION

Our vision for the United Synagogue is of a modern and united family of communities with members connected to vibrant Jewish life and Torah values.

MISSION

The mission of the US Executive Office is to serve our communities and to lead the organisation by:

1. Initiating, developing and supporting communities and helping them provide relevant and high quality services to their members
2. Providing the infrastructure for Jewish religious life
3. Developing creative programmes, which involve members and potential members in Jewish life and values
4. Recruiting, developing and maintaining outstanding Rabbis and other Professional staff, lay leaders and volunteers

VALUES

The values that lie at the heart of the United Synagogue are embodied in the principles of Torah and Halachah.

These values are:

- The welcoming of every Jew
- Creating a sense of belonging
- Lifelong Jewish learning
- Spiritual growth and practice
- Mutual responsibility
- The centrality of Israel in Jewish life

JOB PURPOSE

The purpose of the United Synagogue is to create communities committed to the principles of Torah and *halachah* and inclusive of every Jew.

1 MAIN PURPOSE OF JOB

To ensure that the grounds of the cemetery remain presentable at all times; assist with the burial of a deceased and to clean memorials that have contracts on them.

2 SCOPE OF JOB

To undertake the task of maintaining the grounds and all horticultural operations in conjunction with ensuring the building complex is presentable to members of the public at all times. You will be required to assist with the digging of a grave, the cleaning and repair of tombstones and the erection and dismantling of equipment.

3 DUTIES & RESPONSIBILITIES

- Digging and preparing of graves and back filling
- Grass cutting and other horticultural duties
- Cleaning, maintaining and repairing tombstones using angle sanders and jet washers
- Cleaning the prayer halls, changing rooms, public toilets /mortuary and staff quarters
- Maintenance of the grounds, leaf and litter collection
- Erection and making safe of memorials
- Maintenance and general day to day servicing of machinery and equipment

4 PERSON SPECIFICATION

Experience

- Full drivers licence, will be useful but NOT essential
- Labouring experience will be useful – BUT full training is provided

Abilities

- Ability to work unsupervised and project manage their area of work, and deliver results under pressure within tight deadlines and objectives
- Must be able to pay attention to detail, to ensure work is carried out with accuracy and the quality expected
- To work in a professional manner to develop effective working relationships with colleagues and Synagogue Representatives at all times
- To be able to work as an effective and proactive member of the United Synagogue team

Skills

- Manual Labouring
- Masonry - full training will be given
- Horticultural - full training will be given
- Grave digging - full training will be given
- Ground Maintenance - full training will be given

Knowledge

- A practical knowledge of current Health & Safety legislation
- A full Health and Safety induction will be given PRIOR to starting.

Commitment

- Must share the ethos of the United Synagogue Burial Society

Quality and operational standards

- Ensures that work is produced of a high standard and meets the department's key performance indicators

Builds the credibility of the Burial Department to empower staff and managers to fulfil their roles effectively

- Personally demonstrate the organisation's values, building trust with managers and staff within United Synagogue and proactively contributing to the organisation's success
- Be proactive in identifying opportunities for own professional development

5 GENERIC DUTIES

- Committed to the aims of the United Synagogue and act as an ambassador for the organisation
- Comply with The United Synagogue's policy and procedures and code of expectations
- Bring to the attention of senior staff any health and safety requirements, which become obvious. In the event of any immediate danger, to take the appropriate action to reduce risk to physical danger to employees, members, contractors, volunteers, children, parents, visitors or staff
- Work collaboratively with other colleagues across the organisation to ensure the United Synagogue can achieve its vision, mission, and strategy
- Undertake appropriate training as requested by your line manager in conjunction with the Human Resources Department and be committed to own continuous professional development
- Carry out any other reasonable duties as requested by the Chief Executive or other designated senior staff/undertaking such other duties that occasionally fall within the purpose of the post
- Maintaining high levels of discretion and confidentiality at all times

This job description and person specification is not prescriptive; it merely outlines the key tasks and responsibilities of the post and the key tasks and responsibilities are subject to change, any changes will be made in consultation with the post holder

This Job Description is subject to alteration in response to the changes in legislation or The United Synagogue's operational procedures