

## United Synagogue Job Description

**JOB TITLE:** Chevra Kadisha/Driver – 1 year fixed term

**DEPARTMENT:** Burial Society

**LOCATION:** Mainly Bushey Cemetery but will occasionally have to work at Waltham Abbey and Willesden Cemeteries

**WORKING HOURS:** Full time 35 hours per week – 5 days per week (including Sunday)

 Part time would be considered

**SALARY:** £23,000 pa initially, to be increased following successful completion of probationary period

**REPORTS TO:** Burial Society Operations Manager

**BENEFITS:** 20 days holiday, plus 8 Bank Holidays

Jewish festivals when they fall on a normal working day

Ride-to-Work Scheme

 Auto-Enrolled Pension

Mobile telephone

Uniform

 Potential for overtime

 Potential for promotion should the role become permanent

**JOB PURPOSE:**

To ensure that funerals are conducted on schedule, with respect and in strict adherence to the laws and byelaws of the United Synagogue and Halacha by attending to the deceased person from collection to burial

**1. DUTIES & RESPONSIBILITIES**

1.0 Internal relationships with:

* Superintendents and Burial Office Staff to receive instructions
* Office team members for instructions, messages mail
* Superintendents to receive instructions during services
* Rabbi’s to receive instructions during services
* Health and Safety Officer to discuss matters of procedure
* Foreman/ Assistant Foreman to discuss day to day business relating to funerals

1.1 External relationships with:

* Morticians / drivers for the collection of deceased persons
* Nursing and care home staff
* Families for information about deceased family member and providing comfort
* Independent Funeral Directors

2. Key Accountabilities.

* Ensure the funeral is conducted at the arranged time and in keeping with the byelaws and religious obligations by:
* Collecting the deceased person from nursing home, hospital or family members home and delivering to the cemetery for the Taharaor any other location as instructed.
* Checking that the correct person is being taken to the correct cemetery and buried in the correct grave
* Making Tahara on a deceased male and to assist the ladies to encoffin a deceased female
* Placing the coffin on the bier and moving it when instructed to the appropriate hall
* Distributing prayer books and offering help and assisting with the burial service in the absence of a Superintendent
* Conveying the coffin to the grave side and lower the coffin into the grave
* Checking that there are adequate supplies in the mortuary and notifying the Superintendent when supplies are low
* To carry out the duties and responsibilities of the post at all times in compliance with all of the US’s policies, but especially Equal Opportunities and Health & Safety.

3. Any further duties as the Honorary Officers of the United Synagogue or line Managers may ask from time to time direct e.g.

* Helping visitors with grave locations (Grave registration system)
* Showing visitors to a particular grave
* Helping disabled people around the cemetery
* Using the buggy / minis bus to help visitors
* Driving the Ambulance
* Checking tombstones
* Photographing tombstones

**PERSON SPECIFICATION - Driver/Chevra Kadisha**

**The person to be appointed to this post should able to demonstrate the following:**

**Skills, Knowledge and Attitude**

* Ability to communicate in a compassionate manner with members of the public including mourners
* Ability to lift deceased persons and lower coffins in a safe manner
* Knowledge and skill to make Tahara in accordance with Halacha
* Ability to follow detailed instructions and procedures
* Knowledge of the laws and byelaws of the Burial Society and the customs and traditions regarding funerals
* Maintaining a positive attitude in spite of the stressful nature of the work
* Ability to establish and develop effective relationships
* Ability to display a common sense, calm, patient, sympathetic, polite manner to the public and team members detached form emotion
* To take the job seriously and respectfully without getting depressed
* Complying with the dress code by always wearing the clothing provided in an appropriate manner
* Through effective time management ensure that they are not responsible for delaying a funeral and that they are available to assist female voluntary chevrot
* Ability to stand in as a Superintendent at the time of a funeral or consecration, if so instructed by the Burial Office Manager/Superintendent

**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
* **Due of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation Act, 1974, by virtue of the Rehabilitation of Offenders Act, 1974, (Exceptions) Order 1975**
* **Accordingly, a valid and current enhanced Disclosure and Barring Service (DBS) certificate (formerly CRB) that is satisfactory to the United Synagogue will be required; please ensure that you complete the United Synagogue Application Form Part 2 appropriately**