

**United Synagogue Job Description**

**Job Title:** CemeterySupervisor

**Department:** Burial Society

**Location:** Willesden Cemetery

**Benefits:** 20 days holiday, plus Statutory Bank Holidays

& Jewish festivals when they fall on your normal working day

Childcare Vouchers

 Auto enrolment Pension

**Salary:**  £21,500 per annum

Reporting to: Foreman/Cemeteries Manager

Responsible for: The supervision of ground staff

**Hours:** Full time - 39 hours per week **(**Monday, Tuesday, Thursday, Friday & Sunday)

**Job Purpose:**

The purpose of this post is to:

* To assist in the supervision and development of employees.

**Key Tasks, Responsibilities of the post:**

* To manage the cemetery and staff on behalf of, or in the absence of, the Foreman, as directed.
* To assist in the management of all Health and Safety requirements within the section, as directed by the Cemeteries Manager.
* To ensure customer quality standards and specifications are met.
* To monitor, record and contribute to the development of cemetery employees
* To ensure staff work to a high standard and adhere to the various rules and regulations including use of mobile phones, punctuality, sickness and holiday rules. If the rules are violated to administer appropriate disciplinary procedures. Training will be given.
* To ensure all necessary administration is completed e.g. work schedules/risk assessments, employee reports and attendance information.
* To open/secure the cemetery premises and act as key holder.
* To contribute to assessments for work preparation or any similar training, which may be involved with from time to time.
* To assist with suppliers bringing in goods.
* To operate a comprehensive customer care policy for the maintenance programme in general.
* To assist in keeping plant and machinery well maintained etc.
* To attend First Aid training, act as on-site First Aider and maintain knowledge as appropriate.
* To drive company vehicles as requested.
* To ensure all works are up to date and cemetery is well maintained.

**Generic other duties**

Must be:

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.

Undertake 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. They 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 changes in legislation or The United Synagogue’s operational procedures.

**Contacts:**

**Internal: Employees/Employers/Suppliers/Cemeteries Maintenance Department Office/Burial office/Cemeteries Manager/Head of Burial**

**External: Customers, suppliers, outside masons**

This post requires a valid and current enhanced Disclosure and Barring Service (DBS) certificate (formerly CRB) that is satisfactory to the United Synagogue.  Please ensure that

you complete the United Synagogue Application Form Part 2 appropriately.

##### PERSON SPECIFICATION

**Experience**

* Full drivers licence

**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 team

**Skills**

* Strong Communicator (being able to communicate with individuals at any level)
* Good attention to detail
* Computer literate – Word, Excel , Outlook

**Knowledge**

* A practical knowledge of current Health & Safety legislation