

Job Role Profile

Role Title	Crematorium Grounds Operative
Directorate / Business Hub	Neighbourhoods
Grade	Scale Sc5
Date Prepared	18.12.2025
Purpose To assist in providing an efficient cemetery/crematorium burial service, in maintaining the cemetery grounds and buildings in a safe, functional and tidy condition. To maintain consistency with the Council's quality and equality perspectives.	
<i>Generic Accountabilities</i>	<i>End Results/ Outcomes</i>
To ensure all interments are prepared correctly.	All policies and procedures are complied with.
To maintain the crematorium grounds are kept at a good horticultural standard and in a safe and tidy condition.	All policies and procedures are complied with.
To uphold and comply with the statutory provisions of the Health and Safety at Work Act 1974 and any other associated legislation.	A safe working environment is provided Risks to staff & others are assessed
<i>Job Specific Accountabilities:</i>	
To carry out all tasks where required to prepare a grave for use, including digging, shoring and covering of graves using all appropriate tools and plant, backfilling of graves and placement of floral tributes.	Work is completed on time and to the quality and standards required.
To undertake the maintenance of the cemetery grounds and its surrounds including grass cutting, hedge trimming, planting, pruning, seeding, turfing, ground levelling, leaf clearance and weed control.	Work is completed on time and to the quality and standards required.
To operate, clean and maintain a wide range of plant equipment and vehicles including mechanical diggers, dumpers, mowers etc in compliance with manufacturers' recommendations.	All policies and procedures are complied with.
To respectfully scatter or inter, cremated remains and assisting families with the interment of contained cremated remains in shallow graves.	Work is completed on time and to the quality and standards required.
To ensure the grounds and areas surrounding open graves are safe and accessible for mourners, visitors and staff, to direct and control large groups of mourners during burial services.	All policies and procedures are complied with.
To give assistance to customers where appropriate, whilst being sensitive to the needs of the bereaved and distressed.	All policies and procedures are complied with.
To undertake when needed relevant memorial inspections and to immediately make safe all dangerous memorials once assessed to agreed ICCM standards and to inform management of any actions taken.	All policies and procedures are complied with. Work is completed on time and to the quality and standards required.
When required assist the Crematorium Technicians or the Cemetery team in delivering their duties.	All policies and procedures are complied with.

Job Role Profile

To manage the waste and recycling containers in the cemetery grounds.	All policies and procedures are complied with. Work is completed on time and to the quality and standards required.
To drive vehicles between and on sites to carry out the above duties.	All policies and procedures are complied with.
To be appropriately dressed and presentable in line with a bereavement services environment.	All policies and procedures are complied with.
Key holder duties including being on the emergency register	All policies and procedures are complied with.
To complete COTS/LANTRA or equivalent training course and achieve Certificate in use of 360 Excavator (under 5 tonnes) covering excavation and burial of graves, Risk Assessment, PPE, Pre-start Checks, Loads & Loading, Gradients and Terrain.	All policies and procedures are complied with.
To complete COTS/LANTRA or equivalent training course and achieve Certificate in use of Wheeled Dumper (under 4 tonnes) covering Risk Assessment, PPE, Pre-start Checks, Loads & Loading, Gradients and Terrain.	All policies and procedures are complied with.
To complete training in Chainsaw and Abrasive Wheel and achieve course certificates.	All policies and procedures are complied with.
To attend annual Health and Safety training in Fire, COSHH, Manual Handling	All policies and procedures are complied with.
To attend Memorial Safety Course and Graveside & Shoring Training	All policies and procedures are complied with.
To complete weekly/monthly maintenance and safety checks of plant and equipment, and logging these for LBWF Health & Safety records.	All policies and procedures are complied with.
To assist and contribute when requested in the setting up and review of LBWF risk assessments as and when required.	All policies and procedures are complied with.
To identify and report any breaches of site security, cemetery regulations or anti-social behaviour to management and/or the LBWF AIR Line.	All policies and procedures are complied with.

Nature of Contacts

Deal with people at all levels confidently, sensitively and diplomatically.

Procedural Context

Work within regulatory guidelines and relevant legal framework.

Key Facts and Figures

Physically capable of grave digging by hand.

Prepared to work in all weathers. Driving licence holder

Job Role Profile

Resourcing: Staff Management: None Budgetary responsibilities: None Responsibility for plant and equipment
Competency Level: All Colleagues
Knowledge, Skills and Experience Experience of groundwork. Experience of grounds maintenance in a professional context. Ability to cope/deal with trauma. Sympathetic to bereaved persons. Nurate & literate. Ability to undertake practical tasks Experience or prepared to be trained in checking vehicles & machinery and basic maintenance Experience or prepared to be trained driving digger/dumper/ride on mowers with commitment to completing relevant COTS/LANTRA Excavator & Dumper courses
Indicative Qualifications Driving Licence A recognised chainsaw operator's certificate of competency. A recognised abrasive Wheel operator's certificate of competency. COTS/LANTRA or equivalent Certificate of Competency for Excavators COTS/LANTRA or equivalent Certificate of Competency for Dumpers Graveside and Shoring Training Certificate Memorial safety Certificate Health & Safety Awareness Fire Awareness COSHH Awareness Manual Handling Awareness
The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities which may be required. This role profile will be supplemented and further defined by annual objectives, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.