

## PLACEMENT DESCRIPTION

**Employer:** WEX TEMPLATES

**Contact:**

**Supervisor:**

**Employer Tel:**

**Website:**

**Job:** Funeral Director

**Classification:** Caring Personal Services

**Ref:** 13,039

**Aims & Objectives:** To develop key skills through the experience of work. Insight into working in a modern funeral company.

**Key Tasks:** Students will do a certain amount of observation of funereal procedures. Tasks after training and with assistance may include: answering the phone, courier work on foot (or scooter if have one) delivering or collecting papers to The Greffe, Law Offices, the police station and the hospital. Sitting in on interviews with bereaved clients when arranging funerals. Compilation of order of service sheets, composition of family announcements for the Press. Coffin and urn fabrication (attaching handles and ornamentation). Drafting estimates. Collection of the body from the hospital or home. Mortuary procedures (ONLY IF STUDENT WANTS TO) washing, laying out and dressing bodies. Opportunity to observe embalming (bodies being sent to other countries have to be embalmed) Coffin bearing at funerals (training will be given). Aftercare: writing the funeral report for the Press, delivery of ashes and death certificates to the bereaved family.

**Requirements:** Students should be willing to learn, able to listen carefully and follow instructions and also ask questions when necessary. Should have common sense, confidence and initiative. Students MUST observe confidentiality.

**Clothing:** Office smart. Black shoes (enclosed toes), white shirt. Grey or black suit if you have one or black trousers/skirt and black sweatshirt.

**Working Hours:** Monday - Friday 9am - 5.30pm Maximum 37 Hours. Some out of hours work may be available- discuss this at interview.

**Meal Breaks:** Half Hour Minimum. Discuss at interview

**Interview Required:** Y

**Student to Arrange:** Y

**Notes:** Student to contact employer to arrange an interview / informal chat prior to starting the placement.

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**Employer's Health & Safety Risk Assessment:**

LACK OF KNOWLEDGE, EXPERIENCE & AWARENESS:-Student must be supervised at all times.

EQUIPMENT & MACHINERY, CHEMICALS & FLAMMABLE MATERIALS:-Student will not come into contact with hazardous machinery/chemicals.(Observation in embalming room only.)Student will only use hand tools such as hammer, battery screwdriver and panel pins in coffin fabrication. Student may be instructed in the engraving of name plates (no cutting involved).

SLIPS, TRIPS & FALLS:-Student will not work at heights.

LIFTING & MANUAL HANDLING:-Basic training in manual handling will be given for lifting coffins.

PERSONAL PROTECTIVE EQUIPMENT:-Personal protective equipment will be provided- rubber gloves, aprons, face masks, visor.

WORKPLACE SPECIFIC HAZARDS:-Student must be up to date with tetanus inoculation.

CHILD PROTECTION ISSUES:-Student may travel in a vehicle on a one to one with a member of staff. All staff are police checked.

NOTE: Student may attend funerals and must be prepared to witness grieving relatives.Student may experience some trauma when viewing bodies or deeply distressed relatives.The risk of contracting contagious diseases from the deceased is negligible as hospital advice would be given.

ELECTRICITY:-Safe use of electrical items to be shown.

COMPUTERS & WORK STATION:-Regular breaks from computer screens are required during prolonged use.

**Special Notes:**

Parents/Guardians will be expected to give details of any health problems e.g. epilepsy, asthma etc on the agreement form

**Last Visit Date:**

**Next Visit Date:**

**Risk Band:** M