

Role Profile - Masonry Fixer

Role Levelling	N/a
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Purpose		Key Relationships
<p>To provide an industry leading masonry fixing service which conforms with all aspects of health & safety and local authority regulations.</p> <p>To provide an industry leading service to clients and funeral homes while offering advice and information on all aspects of a masonry fixing while offering maximum value & choice, being active in the local community and maximizing the use of all available channels.</p>		<ul style="list-style-type: none"> • Internal and External Stakeholders • 3rd party suppliers; independent funeral directors, Co-operatives and other masons. • Regulatory Bodies (NAMM, Local Authorities, etc.)
Key Accountabilities	Measures of Success	Experience/ Qualifications Required
<ul style="list-style-type: none"> • Ensure that all memorials are removed & fixed in cemeteries and churchyards to the highest standards in line with the Code of Practice set out by National Association of Memorial Masons. • Assist with the preparation of memorials inline with client instructions and fixing schedule. • Complete all paperwork correctly and forwarded to the Production Team Leader. • Take photographs of existing and or new memorials as requested. • Load vehicles with memorials in accordance with "Fix list". • Ensure daily & weekly vehicle checks are completed documenting any maintenance concerns and all vehicle carries specified equipment before beginning each journey. • Ensure the vehicles are well maintained and driven to society standards. • Comply with all statutory society Health, Safety and Fire regulations and take action to avoid risk. • Promote an open and effective working relationship with all colleagues and 3rd parties. • Attend training sessions/courses as required and assist with training of new colleagues • Act as a co-operative and supportive team member, within the Funeral and masonry teams, • Assist in promoting Central Co-op memorial services within the local community, building up good working relationships with burial, crematorium and church authorities. • Ensure our premises is always kept clean and tidy. • Any other duties that may be required in supporting with the operation of Masonry. 	<ul style="list-style-type: none"> • Internal and external clients are fully satisfied with masonry products and service. • Documentation is completed in full, neatly and with attention to detail. • Duties are carried out in a compassionate manner in keeping with the nature of the Funeral profession. • Achievement of KPI's – (as per score card and P&L). • Develops knowledge and attends available training. • Lack of customer complaints. 	<ul style="list-style-type: none"> • NAMM qualification would be an advantage but not essential. • Full driving licence.

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 makers