

# Poppy's

## Practical Lead

### Job Description

At Poppy's, we believe funerals have the potential to be life and grief-changing experiences. With an open and honest approach, we encourage, reassure, guide and support families to have the funeral that they want - whatever that means to them.

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We're looking for organised, responsible, strong people to help assist with the smooth-running of our practical work, in and around our mortuary, on a part time basis. Duties include, but are not limited to the following:

- Being responsible for the smooth running of the practical elements of the funeral
- Working under the direction of the Logistics and Mortuary Team to look after people in our mortuary and get them ready for their funerals or for visits from family and friends in line with our natural, gentle approach. This can include washing and dressing, placing in their coffin, and observing any other requests the family may have.
- Communicating proposed plans clearly to the funeral director and being responsible for ensuring they have everything they need, specific to each individual funeral
- Managing and preparing the bearers at funerals including communicating clearly to the practical support and/or family
- Carrying the coffin at funerals
- Collecting people who have died from their home, hospital or care home, with relevant paperwork and being fastidious in ensuring all is in order
- Support on call for out of hours calls (1wk in 7)
- Lining coffins, cleaning vehicles and other practical tasks
- Vehicle and building maintenance

*All training will be given on site and new staff will initially be paired with a more experienced staff member.*

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<b>Job title</b>	Practical Lead
<b>Reports to</b>	Logistics and Mortuary Team
<b>Hours</b>	Flexible, zero hours contract - must be readily available Monday to Friday
<b>Location</b>	Tooting HQ, SW London Collections and funerals will take you across London in our vehicles
<b>Requirements</b>	Black trousers, black shoes and a white shirt A valid full UK driving licence Right to work in the UK Good spoken and written English. Vaccinations: the nature of our work means that we require everyone who joins us to have received both Covid-19 vaccinations, and their booster. We will need evidence of this.
<b>Salary</b>	£14.35 per hour for hours worked 8am-5pm, £17 an hour for work outside these hours. There is also the opportunity to support with home collections at evenings (5pm-8am) and weekends (8am-8pm) paid at a flat rate of £85 for up to three hours work.

**Application process** If this sounds like you, please send us your **CV** and brief intro telling us how you, your skills, abilities and life experiences make you perfect for the job and Poppy's. Send your applications to [team@poppysfunerals.co.uk](mailto:team@poppysfunerals.co.uk)

You will be invited to have an initial chat over the phone with one of our team to find out more about the role and tell us about yourself. If all goes well on that call you will be invited to come and spend some time with us, which will be paid, to experience the role fully. During that day, you will have an informal interview with our Mortuary Manager. If successful, you will have a final brief chat with one of our senior managers.