

## Job Description and Working Conditions

### Ref TFDAJW19052010

This Vacancy is to fill a position at	<b>Le Roy Funeral Service</b> <b>M Wreford &amp; Sons.</b> 10 Alphington Exeter EX2 8HH. 94/95 High Street Crediton EX17 3LB.
Address	
Job Title	Trainee Funeral Director.
General description of position	Funeral Directors are fully committed to arrange and conduct funeral services ensuring the clients requirements and expectations are met. To liaise with all necessary authorities to achieve the above. To comply with all the companies working policies and procedures. To observe and implement all identification, Health, Safety and hygiene procedures, practices and policies. There is a business requirement to operate a personal 24hour service based on a flexible rota system.
Employment type	Permanent.
Salary	Starting at £15,000 with the potential to rise after full training. (See “ <i>what is the work like</i> ” on our website) Out of normal working hours duties are extra to these figures.
Job Objectives	To provide an excellent standard of service to all clients by telephone or personal contact. To promote the company in a sensitive manner. To effectively contribute to the performance of the company. To contribute effectively and positively to new initiatives and change. To be actively involved in training programmes. To work successfully and harmoniously with all members of the team
Employment details	28 days annual leave per year. 37.5 hour working week. Full uniform and shoes provided. A Stakeholder pension scheme is available. Car parking for staff during working hours. A no smoking policy is operated.