



## United Synagogue Job Description

<b>JOB TITLE:</b>	Grounds Person
<b>LOCATION:</b>	Burial - based at Willesden Cemetery, may be required to work across various cemeteries
<b>WORKING HOURS:</b>	39 hours per week (Monday, Tuesday, Wednesday, Thursday, & Sunday)
<b>SALARY:</b>	£26,000 per annum to start + overtime and extra duty payments, after successful probationary period, if required
<b>REPORTS TO:</b>	Duty Manager
<b>BENEFITS:</b>	20 days holiday, pro rata, plus Bank Holidays Employee Assistance Programme Ride-to-Work Scheme Auto-Enrolled Pension

### VISION

Our vision for the United Synagogue is of a modern and united family of communities with members connected to vibrant Jewish life and Torah values.

### MISSION

The mission of the US Executive Office is to serve our communities and to lead the organisation by:

1. Initiating, developing and supporting communities and helping them provide relevant and high quality services to their members
2. Providing the infrastructure for Jewish religious life
3. Developing creative programmes, which involve members and potential members in Jewish life and values
4. Recruiting, developing and maintaining outstanding Rabbis and other Professional staff, lay leaders and volunteers

## VALUES

The values that lie at the heart of the United Synagogue are embodied in the principles of Torah and Halakhah, (Hebrew: “the Way”).

These values are:

- The welcoming of every Jew
- Creating a sense of belonging
- Lifelong Jewish learning
- Spiritual growth and practice
- Mutual responsibility
- The centrality of Israel in Jewish life

The purpose of the United Synagogue is to create communities committed to the principles of Torah and halakhah and inclusive of every Jew.

### 1 MAIN PURPOSE OF JOB

To ensure that the grounds of the cemetery remain presentable at all times; assist with the burial of a deceased and to clean memorials that have contracts on them.

### 2 SCOPE OF JOB

To undertake the task of maintaining the grounds and all horticultural operations in conjunction with ensuring the building complex is presentable to members of the public at all times. You will be required to assist with the digging of a grave, the cleaning and repair of tombstones and the erection and dismantling of equipment.

### 3 DUTIES & RESPONSIBILITIES

- Digging and preparing of graves and back filling
- Grass cutting and other horticultural duties
- Cleaning, maintaining and repairing tombstones using angle sanders and jet washers
- Cleaning the prayer halls, changing rooms, public toilets /mortuary and staff quarters
- Maintenance of the grounds, leaf and litter collection
- Erection and making safe of memorials
- Maintenance and general day to day servicing of machinery and equipment

#### 4 PERSON SPECIFICATION

The person to be appointed to this post should be able to demonstrate the following:

##### **Experience**

- Labouring experience would be advantageous - BUT full training will be provided
- Full drivers licence, would be beneficial, but NOT essential

##### **Abilities**

- To work unsupervised and project manage own area of work, and deliver results under pressure within tight deadlines and objectives
- Pay attention to detail, to ensure work is carried out with accuracy and the quality expected
- To work in a professional manner, to develop effective working relationships with colleagues and Synagogue Representatives at all times
- To work as an effective and proactive member of The United Synagogue team

##### **Skills**

- Manual Labouring
- Masonry - full training will be given
- Horticultural - full training will be given
- Grave digging - full training will be given
- Ground Maintenance - full training will be given

##### **Knowledge**

- A practical knowledge of current Health & Safety legislation
- A full Health and Safety induction will be given PRIOR to starting

##### **Commitment**

- Must share the ethos of the United Synagogue Burial Society

##### **Quality and operational standards**

- Ensures that work is produced of a high standard and meets the department's key performance indicators

##### **Builds the credibility of the Burial Department to empower staff and managers to fulfil their roles effectively**

- Personally demonstrate the organisation's values, building trust with managers and staff within United Synagogue and proactively contributing to the organisation's success
- Be proactive in identifying opportunities for own professional development

## 5 GENERIC DUTIES

- Committed to the aims of the United Synagogue and act as an ambassador for the organisation
- Comply with The United Synagogue's policy and procedures and code of expectations
- Bring to the attention of senior staff any health and safety requirements, which become obvious. In the event of any immediate danger, to take the appropriate action to reduce risk to physical danger to employees, members, contractors, volunteers, children, parents, visitors or staff
- Work collaboratively with other colleagues across the organisation to ensure the United Synagogue can achieve its vision, mission, and strategy
- Undertake appropriate training as requested by your line manager in conjunction with the Human Resources Department and be committed to own continuous professional development
- Carry out any other reasonable duties as requested by the Chief Executive or other designated senior staff/undertaking such other duties that occasionally fall within the purpose of the post
- Maintaining high levels of discretion and confidentiality at all times
- This job description and person specification is not prescriptive; it merely outlines the key tasks and responsibilities of the post and the key tasks and responsibilities are subject to change, any changes will be made in consultation with the post holder
- This Job Description is subject to alteration in response to the changes in legislation or The United Synagogue's operational procedures