



Embalmer Information Sheet

Scotmid is Scotland's largest independent co-operative and has been at the heart of Scottish communities since 1859. Our businesses include Scotmid Food, Semichem, Funeral Directors, Post Offices and our Property division. We employ around 4,000 people in Scotland, Northern Ireland and the North of England across nearly 300 retail outlets. To learn more about the Society please visit www.scotmid.coop

As a co-operative society, we are owned by our members, who each have an equal say in how we are run. We are true to our co-operative values and principles we are committed to supporting our local communities through investment in both community and co-operative initiatives.

Scotmid Co-operative Funerals

We have 16 funeral offices including nine in Edinburgh and also in Dunfermline, Livingston, Prestonpans, Penicuik and Uddingston. We also operate as Thomas Brown in Broxburn and Dundas Fyfe in Motherwell.

Our largest funeral office, Forrester Park in Edinburgh, carries out over 400 funerals per year.

We have over 50 members of staff covering roles such as Funeral Operative, Embalmer, Funeral Arranger, Roving Funeral Arranger, Funeral Director and Funeral Manager.

We are looking for a smart, dignified and highly motivated individual to join our team, to work in a professional manner, handle written and spoken communication and most importantly care for the deceased.

The Role

Our embalmers ensure that all deceased are given proper and appropriate treatment to the best possible standards of preparation and presentation. In addition, you will carry out the instructions by ensuring consistent delivery of the highest levels of professionalism and be resolute about handling the deceased with care and complete respect for their dignity.



The Position

The successful candidate will be based at our Forrester Park office in West Edinburgh

- Responsible for preparing the deceased to be placed in the coffin, with an eye to final presentation (including the condition of the coffin), taking into account any instruction made by those responsible for the arrangement
- Ensure identification procedures are strictly adhered to
- Ensure that the reception of the deceased into the mortuary is consistent with company policy and procedures
- To provide a professional service to the highest standard.
- Have gained or is working towards the British Institute of Embalmers' Diploma or a recognised equivalent
- Be physically fit and able to lift and carry heavy weights in accordance with manual handling procedures
- Commitment to funeral service
- Be prepared to offer advice to staff on presentation of the deceased
- Complete all company and statutory documentation

- Ensure compliance with all health and safety and immunisation requirements
- Ensure that the working practices, facility, and its equipment are maintained to the highest standards according to Health and Safety and company procedures.

Conditions of Service

- 6 -12 month temporary contract
- £2000+ per month depending on qualifications and experience
- Plus travel expenses when using own vehicle.
- A full UK driving licence.
- 39 hours per week, Monday to Friday 8am to 4.30pm.
- Uniform is supplied.
- 10% staff discount is available in our Food and Semichem stores, subject to conditions

Please Note: A Disclosure Scotland basic disclosure will be required.

Interested?

Please apply in writing including your CV and covering letter explaining why you are applying by email to ChrisArmstrong@scotmidfunerals.coop

Or by post to Chris Armstrong, Funeral Director, Scotmid Funerals,
78/79 Angle Park Terrace, Edinburgh, EH11 2JP.

Learn more about Scotmid Funerals at
www.scotmidfunerals.coop

Embalmer

Reporting to: Funeral Director / Funeral Manager

Job Purpose

To care for the deceased with dignity, integrity and respect at all times.

To ensure consistent delivery of the highest levels of professionalism.

Carry out embalming in accordance with legislation and the code of practice of the British Institute of Embalmers.

Key Responsibilities

Operations

- Create an itemised list of the clothing and/or valuables that are delivered with the deceased.
- Wash the deceased.
- Carry out the process of embalming in accordance with the legislation and code of practice of the British Institute of Embalmers.
- Apply cosmetics as requested by relatives or to restore a natural look if necessary.
- Dress the deceased and place in coffin.
- Follow health regulations when handling the deceased to safeguard against any infectious diseases the deceased may have had prior to death.
- Complete embalming reports.
- To ensure that the correct procedure for the identification of the deceased is followed at every stage.
- To assist with the general housekeeping of premises.
- To be aware of, and comply with all matters relating to the Health & Safety at Work Act, the Data Protection Act, security & loss prevention issues. Report any Health & Safety or security issues to the Funeral Manager immediately as they arise.
- In order to meet the Society's minimum qualification requirement for that of Embalmer, staff must be members of the British Institute of Embalmers.

Financial

- To identify unnecessary costs and suggest business improvements
- To inform the funeral manager as soon as practicable details of all maintenance repairs and equipment requirements concerning the Funeral Home.
- To secure and protect at all times the Society's premises and assets.

People

- Maintain a good working relationship with other members of staff at all times.
- To undertake all other duties as requested from time to time by Funeral Division management.
- To comply and co-operate with both the Profit Protection and Internal Audit Departments regarding all relevant matters.
- Support other funeral homes as required.

Customer

- To promote the Society by representing it in a positive manner at all times to clients and potential clients, and at all relevant events and meetings which impact on the business.
- Ensure that client's requirements and expectations are met at all times.
- To maintain the highest standard of dress and personal appearance at all times.
- Report all customer complaints to the Funeral Manager