

<b>Position</b>	<b>Stonemason Labourer</b>
<b>Reporting to</b>	Glasnevin Cemetery Monument Works Manager
<b>Location (Prime)</b>	Glasnevin and other cemeteries as required (Dardistown, Newlands Cross, Palmerstown and Goldenbridge)
<b>About Glasnevin Cemetery Monument Works Limited</b>	<p>Glasnevin Cemetery Monument Works Ltd (trading as GCMW) has been designing and creating headstones, monuments and memorials since 1974. With almost 50 years' experience in this specialised craft, we are one of Ireland's leading providers of stonemasonry services for cemeteries and graveyards.</p> <p>GCMW is a limited company and is a part of Dublin Cemeteries Committee Group which operates five cemeteries across Dublin: Glasnevin (Ireland's National Cemetery), Dardistown, Newlands Cross, Palmerstown and Goldenbridge.</p>
<b>Scope of Responsibility</b>	Member of the Glasnevin Cemetery Monument Works Team responsible for the erection of headstones and memorials as instructed by Monuments Management. The post holder will be responsible for ensuring this work is carried out to an excellent standard as directed by management.
<b>Duration</b>	Permanent
<b>Hours of work</b>	39 hours +overtime as required
<b>Key Areas of Responsibility</b>	<p><b>Duties</b></p> <ul style="list-style-type: none"> <li>• Driving the monuments truck</li> <li>• Erecting headstones and memorials as instructed by Monuments Management</li> <li>• Working with the crew in loading/unloading of materials/headstones onto the vehicle using a forklift, crane or other lifting equipment</li> <li>• Making sure that the load is correctly, accurately placed and is secure on site following all the required health and safety protocols</li> <li>• Once the headstone is in place and secure each grave (and adjacent graves) are cleaned completely left for the family to visit</li> <li>• Assisting with the lettering/inscribing/restoration/cleaning of monuments in the yard</li> <li>• Carrying out routine vehicle checks</li> <li>• Ensure the designated monuments truck is kept clean and well maintained</li> <li>• Other duties as assigned</li> </ul> <p><i>*Full Training will be provided</i></p> <p><b>Customer Service</b></p> <ul style="list-style-type: none"> <li>• Maintain good relations with mourners and other visitors to the Cemetery ensuring that duties are undertaken in a professional, caring, compassionate manner befitting the occasion.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Adhere to the Customer Care Policy ensuring that a professional, sensitive and caring approach is maintained in relation to the range of services provided.</li> </ul> <p><b><u>Personal</u></b></p> <ul style="list-style-type: none"> <li>• Always attend work on time, clean, and in professionally presented work wear.</li> <li>• Once on the work site you must adhere to the Company policies and procedures, working in a professional manner, continuously striving for excellence offering each family compassion and choices relevant to their needs.</li> <li>• Participate in the Staff Development training on offer and performance management schemes.</li> </ul> <p><b><u>General</u></b></p> <ul style="list-style-type: none"> <li>• To carry out all duties with due regard for all Company policies and procedures</li> <li>• Our vision, mission and values are the heart of everything we do – it is your duty to the Company, our customers and your team that you are leading by example through these.</li> </ul> <p><b>Ensure that all areas of the role are fully Health and Safety compliant.</b></p> <p><b>Flexibility</b></p> <p>We aim to be flexible in our role and adaptability is very much part of our ethos. You may be asked to perform other duties which are not included above but which are relevant to your area of work. In addition, you may be asked to help out other colleagues from time to time.</p> <p>As a result of technological advancement, regulatory changes and sectoral developments, the workplace will continue to change over time, with new systems and new work practices being introduced as needed. Your duties will evolve over time as the needs of the Company and the environment in which it is operating develop. In addition, your duties may evolve in line with your own development in your role.</p> <p>The above list is not exhaustive; additional areas of responsibility may be added over time and flexibility to cover for other staff roles is required from time to time.</p>

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<b>Person Requirements</b>	<ul style="list-style-type: none"> <li>• C1 License (essential)</li> <li>• Full driving license (essential)</li> <li>• Previous experience in similar role</li> <li>• Previous experience in the safe movement of heavy items</li> <li>• Experience operating machinery (e.g. crane, lorry loader, slinger/signaller, etc.)</li> <li>• Commitment to Health and Safety requirements</li> <li>• Good communication skills</li> <li>• Good interpersonal skills with an ability to work as part of team</li> <li>• A strong sense of customer care and an ability to deal sensitively with customers, including the bereaved</li> <li>• Strong attention to detail</li> <li>• A drive to learn and develop within the role</li> <li>• Competence use of computer systems, including Excel and Word skills</li> <li>• Safe Pass and Manual Handling certified</li> <li>• Reliable, good timekeeping and attendance</li> </ul>