



# R. Locke & Son

Independent Family Funeral Directors – Est 1853

Caution Corner  
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Southam Street  
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t: (01926) 640386

No. 6 The Precinct  
WELLESBOURNE CV35 9NL  
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## **Casual Chauffeur Bearer Position (16.4.2026)**

### **Job Description**

You will report directly to one of our Funeral Directors or one of our full time Funeral Operatives. You will be employed on a casual at need basis.

We are looking for someone who is a competent and careful driver and holds a valid UK driving license. You must be physically fit and able to carry out the demanding manual handling activities safely included in the job description. You will need to be well presented, courteous and polite to all members of the public, clients and staff. You must be punctual and reliable. You will need to be able to work well as part of a team and use your own initiative.

### **Duties may include the following as required.**

Driving clients and ministers to and from different venues in one of our company vehicles including hearse and limousine.

Cleaning vehicles inside and out if required.

Assist with pre funeral preparations, gathering equipment needed such as Orders of service, attendance cards, donations box, gift aid envelopes, cd player, trestles, grave marker, wheels, soil box, flowers etc.

Vergers duties when preparing a venue for a service, handing out order of service, reserving pews, taking names, playing cd music/I pod, position soil box, trestles etc.

Tidying up after services and bring all equipment back to the office.

Assisting Funeral Director in assessing route for coffin and identifying any hazards.

Witnessing and assisting to identify and seal coffins prior to the funeral, ensuring correct flowers are placed on coffin and in hearse.

Participate in a range of demanding manual handling activities including lifting coffins in and out of hearse, carrying coffin alongside other bearers as part of a 4 or 6 person bearer party or using a wheeled bier to take the coffin in and out of different venues, crematoria and graves, lowering coffin into grave.

To collect and deliver cremated remains from the crematorium and deliver to our funeral homes.

When needed report to other funeral directing companies on hire to carry out chauffeur bearer duties on behalf of R Locke & Son.

Completing time sheets on a monthly basis.

### **Pay**

Hourly rate £13.00, during normal working hours. (3 hours minimum per funeral)

Hourly overtime rate for evening and weekends £19.50

We will provide a suit and tie but ask you provide your own white shirt, black socks and smart black formal shoes with good grip.





Please detail below any qualifications, experience or skills that you feel maybe relevant to this position.

Please provide details of two referees we may contact, one should be your last employer if possible and the other as a character reference. (We will only contact any referees after a job offer has been made.)

Referee's name	Referee's name
Position	Position
Address	Address
Tel No	Tel No
Email	Email

I certify that the information on this form is true and correct.

Signed \_\_\_\_\_ Print \_\_\_\_\_

Date \_\_\_\_\_

