

JOB DESCRIPTION

CEMETARY: St. Mary's Funeral Center **POSITION STATUS:** F/T

POSITION: Transportation Assistant **SCHEDULE:** Monday-Friday 8am-4:30pm,
with ½ hour lunch Some
evening and weekend work
may be required

CATEGORY: Non-Exempt

SUPERVISOR: Care Center Supervisor, Funeral Services Technician and Director of Funeral Services or other manager as assigned

JOB SUMMARY: Provides assistance to the Care Center and Funeral Service Team with primary focus on the transportation of human remains and items associated with funeral services.

ESSENTIAL FUNCTIONS:

1. Comply with professional dress code and wear personal protective equipment while in prep room.
2. Exhibit exceptional customer service skills
3. Answer phones and doors with welcoming professionalism
4. Deliver and pick up Death Certificate orders from local Health Department
5. Maintain cleanliness of vehicles and maintenance repairs such as oil changes
6. Removals from hospitals, private residences, coroner's office, convalescent homes, etc.
7. Assist on funeral services as the # 2 person
8. Assist with flower hauls for services
9. Assist with evening services
10. Deliver cases to and from place of funeral service
11. Other duties as assigned

MINIMUM QUALIFICATIONS:

Education: High school diploma or equivalent. Must hold a valid California Driver's License

Ability: Must be able to lift at least 100lbs.

Skills / Knowledge: Proficient in Microsoft Office Products (Word, Excel, Access, Outlook); excellent phone skills; good organizational skills; ability to maintain strict confidentiality; professional temperament and appearance; ability to communicate effectively in oral and written form using correct spelling, grammar and punctuation; ability to work and relate to a variety of personalities and cultures with diplomacy, friendliness and poise. Able to work in a team-oriented environment, handle multiple assignments consecutively and prioritize workload.

Catholic in Good Standing Preferred

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE