

Diocese of Sacramento

Job Description

-Position: Funeral Assistant

-Location: St. Mary Cemetery & Funeral Center Sacramento, CA

-Position Status: Part-time/Full Time

-Category: Non-Exempt

Supervisor: Funeral Center Manager, Funeral Directors and other Manager as may be assigned

Job Summary: Provides assistance to families and the Funeral Center Manager/Funeral Directors and other managers as may be assigned in vigils, masses and committals.

Essential Functions:

1. Exhibit exceptional customer service skills
2. Works closely with families
3. Schedules and coordinates family meetings
4. Deliver & pick up Death Certificates and deliver to appropriate funeral home following policies and procedures
5. Maintain cleanliness and readiness of vehicles, and schedule maintenance repairs as necessary
6. Assist on funeral services to set up and assist with casket loading/unloading
7. Set up & clean up before and after services
8. Assist with evening services occasionally
9. Maintain general cleanliness of Funeral Center/ Home areas
10. 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 50 lbs.

Skills/Knowledge: Practicing Catholic with knowledge and understanding of the Catholic Church in general; 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.

Employee Signature

Date

Supervisor Signature

Date