

# JOB DESCRIPTION

**Position:** Funeral Service Assistant

**Position Status:** Part Time

**Schedule:** Monday—Friday, Some Saturdays and Evenings

Category: Non-Exempt

Pay Rate: Starting at \$16.50 per hour

**Supervisor:** Reports to the Funeral Service Manager or other supervisor as may be assigned.

**Job Summary:** Provides assistance to families and Service Directors in the delivery of vigils, masses and committals.

## **Essential Functions:**

- 1. Exhibit exceptional customer service skills.
- 2. Assist on funeral services to set up and assist with casket loading/unloading.
- 3. Assist in adjusting decedents in caskets as necessary.
- 4. Transport flowers and memorabilia in hearses and vans for funeral services.
- 5. Set up & clean up before and after services during business hours and evenings.
- 6. Maintain general cleanliness of Funeral Center/ Home areas including Chapels, bathrooms, reception rooms, etc.
- 7. Transportation of decedent for services via hearses and vans.
- 8. Maintain cleanliness and preparedness, including fueling, of vehicles and report any operational or cosmetic issues to the Lead Service Director upon discovery.
- 9. Other duties as assigned.

#### **Minimum Qualifications:**

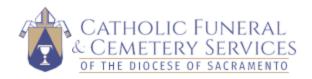
- Must hold a valid California Driver's License.
- 2. Must be a Catholic in good standing.

### Education:

1. High School Diploma or equivalent preferred.

## **Ability:**

1. Must be able to lift at least 50 lbs.



2. Must be able to spend up to 3 consecutive hours standing, indoors and outdoors, in all weather conditions.

## Skills/Knowledge:

Practicing Catholic with knowledge and understanding of the Catholic Church;

Proficient in Microsoft Office Products (Word, Excel, Access, Outlook); excellent interpersonal and phone skills; great organizational skills; ability to maintain strict confidentially; 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.