



Job Description

Position: Embalmer
Location: Calvary Cemetery and Funeral Services
Category: Non-Exempt
Position Status: Full Time
Schedule: Monday – Saturday; Days and Evenings
Pay Range: \$19 - \$25 per hour

Supervisor: Reports to the Care Center Manager or other supervisor as may be assigned.

Job Summary: Perform all duties related to the care and preparation of human remains while maintaining the highest standard of customer care.

Essential Functions: The Embalmer will perform a variety of duties which require the exercise of judgment and discretion. This position may have little direct supervision and is expected to determine when and how tasks are accomplished.

1. Exhibit the highest embalming, cosmetology and restorative skill.
2. Performs embalming, dressing, cosmetics and casketing of decedents.
3. Ensure decedents are treated with complete respect at all times.
4. Be knowledgeable of all programs/services offered by the funeral home.
5. Maintain designated inventory, materials and supplies as assigned, and report to supervisor.
6. Use appropriate communication skills with family members, visitors, clergy, etc.
7. Transfer deceased to and from funeral homes as directed.
8. Follow proper use and application of appropriate universal precautions as required by all Federal, State and local agencies.
9. Assure prep room is clean and disinfected at all times, equal to or exceeding state, federal and company standards.
10. Set up viewing area as directed.
11. Ensure timely, complete and accurate paperwork.
12. Assure complete confidentiality is kept and maintained on all company related processes, techniques, services and family information.



13. Respond cooperatively to requests for assistance from others.
14. Assists with oversight of Apprentices.
15. Perform other duties as assigned by Supervisor/Manager

MINIMUM QUALIFICATIONS:

Education: Associates Degree in Mortuary Science

Experience: Two years of embalming experience is required.

Licensing: California State Embalmer's License, State of California Driver's License

Skills / Knowledge:

- Practicing Catholic with general knowledge and understanding of the Catholic Church
- Displays proficiency in Microsoft Office Products (Word, Excel, Access, Outlook)
- Ability to communicate effectively in oral and written form using correct spelling, grammar and punctuation
- Demonstrates excellent written and verbal communication skills; excellent phone skills
- Good organizational skills; handle multiple assignments consecutively and prioritize workload
- Ability to maintain strict confidentiality
- Demonstrates a professional temperament and appearance
- 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