Diocese of Sacramento
Funeral Arranger
Job Description

- Position: Funeral Arranger
- Location: Calvary Cemetery & Funeral Center, Citrus Heights
- Position Status: Full Time
- Schedule: Monday—Friday 8am-4:30pm w/ ½ Hour Lunch Some Saturdays and Evenings
- **Category: Non-Exempt**

Supervisor: Funeral Center Manager or Funeral Directors or other Manager as may be assigned.

Job Summary: Service families at time of need and in preplanning funeral services. Assist the Funeral center Manager and/or COO. Direct Funeral Arrangers and Funeral Assistants as necessary.

Essential Functions:

1. Exhibit exceptional customer service skills.
2. Meet with families and arrange funeral, memorial and cremation services.
3. Shall act as a liaison to coordinate desired service arrangements.
4. Accurately prepare and process a variety of correspondence and documents including contracts, receipts, and other forms.
5. Deliver and pick up Death Certificate orders at the Health Department and deliver them to appropriate funeral home following policies and procedures.
6. Maintain cleanliness and preparedness of vehicles (hearses & vans) and schedule maintenance repairs such as oil changes as necessary.
7. Transportation of deceased from hospitals, coroner's office, residences and convalescent homes, during business hours.
8. Assist on funeral services set up and assist with casket loading/unloading.
9. Transport flowers for funeral services.
10. Set up & clean up before and after services during business hours and evenings.
11. Maintain cleanliness of Funeral Home areas (bathrooms, offices, arrangement rooms, etc.)
12. Transportation of decedent for services.
13. Other duties as may be 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; 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.