

JOB DESCRIPTION

CEMETARY: St. Mary Cemetery & Funeral Center	POSITION STATUS: F/T
POSITION: Funeral Assistant	SCHEDULE: Monday-Friday 8am-4:30pm, with ½ hour lunch
CATEGORY: Non-Exempt	

SUPERVISOR: General Manager and Prep-Room Manager

JOB SUMMARY: Provides assistance to the General Manager and Prep-Room Manager.

ESSENTIAL FUNCTIONS:

1. Comply with the dress code and wears personal protective equipment while in prep room.
2. Exhibit exceptional customer service skills.
3. Answer phones and doors with welcoming professionalism.
4. Deliver Death Certificate orders to the Health Department.
5. Pick up certified death certificates and deliver to funeral home following policies and procedures.
6. Maintain cleanliness of vehicles and maintenance repairs such as oil changes.
7. Daytime removals from hospitals, coroner's office, and convalescent homes.
8. Assist on funeral services as the # 2 person.
9. Assist with flower hauls for services.
10. Assist with evening services.
11. Deliver cases to and from place of funeral service.
12. 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: 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; practicing Catholic with knowledge and understanding of the Catholic Church in general; 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