

**Diocese of Sacramento
Funeral Director
Job Description**

-Position: Funeral Director
-Location: St. Mary's Cemetery & Funeral Center, Sacramento
-Position Status: Full Time
-Schedule: Monday—Friday 8am-4:30pm w/ ½ Hour Lunch
Some Saturdays and Evenings required

Category: Non-Exempt

Supervisor: Funeral Center Manager, COO 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 prepares and processes a variety of correspondence and documents including contracts, receipts, and other forms.
5. Deliver and pick up Death Certificate orders at Health Department and deliver to appropriate funeral home following policies and procedures.
6. Maintain cleanliness and preparedness of vehicles (hearses & vans) and schedule maintenance and repairs (such as oil changes) as needed.
7. Transportation of deceased from hospitals, coroner's office, residences and convalescent homes, during business hours.
8. Assist on funeral services to 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 assigned.

Minimum Qualifications:

Education: Accredited Associate of Arts (AA) degree, or equivalent experience. Must hold a California Funeral Director's License. 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 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.