

JOB DESCRIPTION

Position: Funeral Arranger

Position Status: Full Time

Schedule: Monday—Friday, Some Saturdays and Evenings

Category: Non-Exempt

Supervisor: Reports to the Funeral Center Manager, Lead Funeral Arranger or other supervisor as may be assigned.

Job Summary: Serve families in the arrangement of funeral services at time of need. Coordinate services with funeral service directors, parishes, clergy and cemeteries.

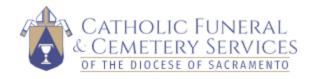
Essential Functions:

- 1. Deliver the ministry in accordance with the Rites of Christian Burial.
- 2. Exhibit exceptional customer service skills, empathy and respect.
- 3. Meet with families and arrange funeral, memorial, and cremation services.
- 4. Coordinate details of the funeral liturgy with parish staff, CFCS liturgy coordinators, family members, musicians, etc.
- 5. Coordinate the shipping and receiving of decedents to and from other funeral homes.
- 6. Accurately prepare and process a variety of correspondence and documents including death certificates, contracts, receipts, and other forms.
- Assist families with obituaries online and in local newspapers and ordering of flowers.
- 8. Arrange for funeral service enhancements such as escorts, musicians, etc.
- 9. Processes orders for merchandise such as caskets, urns, jewelry, video tributes, etc.
- 10. May be required to lead or assist with funeral services.
- 11. Maintain general cleanliness of Funeral Center/ Home areas including arrangement rooms, office space, bathrooms, etc.
- 12. Other duties as may be assigned.

Minimum Qualifications:

- 1. Licensed Funeral Director, preferred
- 2. Must hold a valid California Driver's License.

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3. Must be a Catholic in good standing.

Education:

- 1. High School Diploma or equivalent.
- 2. Associate Degree, preferred

Ability:

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

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.

Employee Signature	Date	Employer Signature	Date	

Job Description: Manager of Funeral Services 4.1.2022