Job Description

Position: Service Director
Location: Calvary Cemetery , Citrus Heights
Position Status: Full Time, Part Time or Temporary
Schedule: Monday – Saturday; Days and Evenings
Category: Non-Exempt

Supervisor: Lead Service Director or other Manager as may be assigned.

Job Summary: Work with at-need families in the delivery of Vigil, Funeral Mass and Committal Services as per the instructions given by the arranging director, while maintaining the highest standard of customer care.

Essential Functions:
1. Deliver our ministry in accordance with the Rite of Christian Burial.
2. Transportation of decedent for funeral and cemetery services.
3. Transportation of flowers and memorabilia as necessary.
4. Assist in casketing and adjusting of the deceased as needed.
5. Have a working knowledge of Parish facilities and staff and be familiar with location specific processes.
6. Set up and clean up CFCS facilities before and after services.
7. Maintain cleanliness and preparedness of vehicles (hearses & vans) and report any operational or cosmetic issues to the Lead Service Director upon discovery.
8. Other duties as may be assigned.

Minimum Qualifications:
1. High School Diploma or equivalent
2. 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.

_____ _____   _____ _____
Employee Signature   Date   Employer Signature   Date