

# JOB DESCRIPTION

**Position:** Funeral Service Director

Position Status: Full Time

**Schedule:** Monday—Friday, Some Saturdays and Evenings

Pay Range: \$17 - \$21 per hour

Category: Non-Exempt

**Supervisor:** Reports to the Lead Service Director or other supervisor as may be

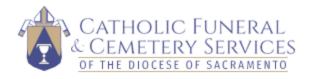
assigned.

**Job Summary:** Work with at-need families in the delivery of Vigil, Funeral Masses and Committal Services as per the instructions provided by the funeral arranger and/or Lead Service Director, while maintaining the highest standard of customer care.

### **Essential Functions:**

- 1. Deliver our ministry in accordance with the Rites of Christian Burial, assisting clergy as needed.
- 2. Exhibit exceptional customer service skills, empathy, and respect.
- 3. Have a working knowledge of Catholic traditions and other cultural traditions as applicable.
- 4. Ability to speak clearly in front of large groups; indoors and outdoors.
- 5. Transportation of decedent for funeral and cemetery services via hearses and vans.
- 6. Transportation of flowers and memorabilia via hearses and vans.
- 7. Adjusts decedent, in casket, as needed for proper and respectful presentation.
- 8. Have a working knowledge of Parish facilities and staff and be familiar with location specific processes.
- 9. Set up and clean up CFCS facilities before and after services.
- 10. Maintain cleanliness and preparedness, including fueling, of vehicles and report any operational or cosmetic issues to the Lead Service Director upon discovery.
- 11. Maintain general cleanliness of Funeral Center/ Home areas including Chapels, bathrooms, reception rooms, etc.)
- 12. Other duties as may be assigned.

### **Minimum Qualifications:**



- 1. Licensed Funeral Director, preferred
- 2. Must hold a valid California Driver's License.
- 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.
- 2. Must be able to spend up to 3 consecutive hours standing, indoors and outdoors, in all weather conditions.

# 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.