

# Diocese of Sacramento

## Job Description

**-Position: Funeral Assistant**

**-Location: St. Mary's Funeral Center and/or George L. Klumpp Chapel of Flowers, Sacramento, CA**

**-Position Status: Part-Time/On Call**

**-Category: Non-Exempt**

**Supervisor:** Funeral Center Manager, Funeral Directors and other Manager as may be assigned

**Job Summary:** Provides assistance to families and the Funeral Center Manager/Funeral Directors and other managers as may be assigned in vigils, masses and committals.

### **Essential Functions:**

1. Exhibit exceptional customer service skills.
2. Deliver Death Certificate orders to Health Department and pick up Certified Death Certificates and deliver to appropriate funeral home following policies and procedures.
3. Maintain cleanliness and readiness of vehicles (hearses & vans), and schedule maintenance repairs (such as oil changes, and fueling of vehicles) as necessary.
4. Transportation of deceased from hospitals, coroner's office, residences and convalescent homes, and funeral facilities during business hours.
5. Assist on funeral services to set up and assist with casket loading/unloading.
6. Transport flowers for funeral services.
7. Set up & clean up before and after services during business hours and evenings.
8. Assist with evening services.
9. Maintain general cleanliness of Funeral Center/ Home areas (including bathrooms, offices, arrangement rooms, etc.)
10. Transportation of decedent for services.
11. 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:** Practicing Catholic with knowledge and understanding of the Catholic Church in general; 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; 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.