



## **JOB DESCRIPTION**

**Position:** Funeral Arranger  
**Location:** St. Mary Cemetery and Funeral Center  
**Position Status:** Full Time  
**Schedule:** Monday—Friday, Some Weekends and Evenings  
**Pay Rate(s):** \$17.00 - \$24.00  
**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.
7. 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.
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 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.