CATHOLIC FUNERAL & CEMETERY SERVICES
OF THE DIOCESE OF SACRAMENTO

JOB DESCRIPTION

Position: Funeral Service Assistant
Position Status: Part Time
Schedule: Monday—Friday, Some Weekends and Evenings
Category: Non-Exempt
Pay Rate: Starting at $16.90 per hour

Supervisor: Reports to the Lead Funeral Director or other supervisor as may be assigned.

Job Summary: Provides assistance to families and Service Directors in the delivery of vigils, masses and committals.

Essential Functions:

1. Exhibit exceptional customer service skills.
2. Assist on funeral services to set up and assist with casket loading/unloading.
3. Assist in adjusting decedents in caskets as necessary.
4. Transport flowers and memorabilia in hearses and vans for funeral services.
5. Set up & clean up before and after services during business hours and evenings.
6. Maintain general cleanliness of Funeral Center/ Home areas including Chapels, bathrooms, reception rooms, etc.
7. Transportation of decedent for services via hearses and vans.
8. Maintain cleanliness and preparedness, including fueling, of vehicles and report any operational or cosmetic issues to the Lead Service Director upon discovery.
9. Other duties as assigned.

Minimum Qualifications:

1. Must hold a valid California Driver's License.
2. Must be a Catholic in good standing.

Education:

1. High School Diploma or equivalent 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.