

Position Title:	Apprentice Funeral Director/Embalmer
Schedule	Monday-Friday, 8-5 with weekends and holidays off
Benefits	Health Ins. Vision & Dental, 401K w/ company match. Paid time off & sick time

**Rapidly growing company with great culture and lots of opportunity for advancement.

Summary/Objective

This position works under the direct supervision of a licensed Funeral Director and/or licensed Embalmer in performing a variety of tasks during the preparation, planning and execution of the funeral and memorialization process as well as the preparation and presentation of the deceased, while gaining on the job experience they ensure that the expectations of our client families and their guests are exceeded.

Essential Functions

- Observes and assists the Funeral Director/ Embalmer in consulting with client families or legal representative of the deceased to create services designed to meet their memorialization expectations.
- Ensures that client families are presented with all merchandizing and service options available.
- Obtains information needed to complete required documents such as obituaries, death certificates, burial permits, and insurance.
- Participates in all service arrangements and details with clergy, other presiding persons, fraternal or military organizations, and others who may participate in conducting the funeral service.
- Utilizes systems to record merchandise selections, enter contracts, and complete necessary forms.
- Observes and assists the Funeral Director/ Embalmer with preparation and embalming the deceased for interment, cremation, or other disposition in conformity with legal requirements and with the utmost respect and dignity.
- Ensures proper paperwork, including permits, logs, identification tags, and certificates are completed accurately and timely and in accordance with relevant laws and regulations.
- Properly and safely utilizes embalming instruments and machinery in accordance with company guidelines.
- Under direction of licensed Funeral Director/Embalmer, participates in preparation of the deceased (dressing, applying makeup and casketing).
- Assists with planning and scheduling of visitations and services.
- Assists with placing caskets or remains in visitation area, setting up room to comply with family wishes, including adjusting light fixtures and arrangement of flowers or plants.
- Takes part in directing and ushering families and services attendees to and from the location of the funeral service.
- Assists in the transportation of client family to ensure a timely departure and arrival.
- Assists with preparation of the deceased for transportation as needed.
- Assists in arranging and coordinating shipment of remains to and from other cities and locations.
- Utilizes personal protective equipment and adheres to relevant operational and safety procedures.

- Stocks and cleans preparation room, refrigeration unit, and other facilities as needed.
- Works removals/first-call, as needed.
- Identifies and remedies all hazards on grounds.
- Other duties as assigned.

Competencies

- Communication Proficiency.
- Teamwork Orientation.
- Detail Orientation.
- Thoroughness.
- Customer Service Orientation.
- Social Perceptiveness.
- Time Management.

Required Education, Experience, Certifications and Licensure

- Four-year degree or equivalent combination of education, training and experience preferred.
- Active attendance or enrollment in a Mortuary School/Program required.
- Ability to pass applicable Board exams. (National/State).
- Valid state issued driver's license in good standing and acceptable driving record.

Additional Eligibility Qualifications

- Ability to read, write, and speak English fluently. Bilingual is a plus.
- High degree of overall computer proficiency.
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint).
- Ability to effectively present information to client families, co-workers, and leadership.
- Demonstrated willingness to participate in growing market share through active, personal participation in complimentary, community based organizations.
- Ability to communicate effectively with internal and external customers, community leaders, and grieving client families.
- Ability to empathize with client families and their guests and demonstrate tact and patience in emotionally charged situations.
- Ability to maintain a positive attitude and working environment through organization and communication.
- Ability to actively listen to the needs of client families.
- Attention to detail, follow-through and ability to work in a team setting.
- Tactful and professional behavior when dealing with complaints or dissatisfaction with services or merchandise.

Supervisory Responsibility

This position has no direct supervisory responsibilities.

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The duties associated with this position are generally performed in an indoor office setting; however, some duties may be performed outdoors.
- Outdoor duties may require exposure to natural elements such as inclement weather, extreme temperatures, uneven ground, dust, gas, and/or fumes.
- Equipment used to perform the essential function of this position includes, but is not limited to; computer, fax, copier, multi-line phone system, AV system, body lift, casket handling/transport devices, personal or company owned vehicle.
- Employees in this role must have sufficient strength and manual dexterity and must be willing to work safely and comply with the Company's safety procedures, including wearing any personal protective equipment that may be required.
- Employees in this role are regularly required to climb, sit, stand, bend, kneel, and frequently lift up to 75 pounds, and may be required to lift up to 100 pounds.
- Performance of this position's duties also requires power reaching, pushing, and pulling.
- Employees in this role must be able to perform job duties when awakened from a sound sleep.
- This position's duties require routine exposure to chemicals and/or blood borne pathogens. Exposure risk is considered: _____ Low _____ Moderate High
- Employees must be able to drive a company vehicle and maintain a good driving record and must be insurable under company vehicle insurance.
- Overtime is sometimes necessary or required.

Travel

- This position may require up to 10 percent out of area or overnight travel.
- Travel is primarily local occurring during the business day.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.