

DENVER ROLLER, INCORPORATED

Position Title: Funeral Director/Embalmer
Location: Conway/Greenbrier
Reports To: Region Manager
FLSA Status: Non-Exempt
Date: November 2010

Position Summary:

Directs, leads and oversees all aspects of a funeral and its attendant services in a manner deemed to fit the Roller image of excellent service. Picks up, transports and embalms bodies. Appropriately dresses and prepares deceased to be viewed by the family.

Essential Functions:

1. Arranges funeral with families, schedules, organized and directs all the steps of a funeral including: flowers, pallbearers, minister, order of service, cars, music, etc.
2. Assists with the sale of prearranged funerals including answering questions and liaison with the sales force.
3. Carries out clerical and record keeping tasks such as monthly reports, death certificates and VA benefits.
4. 1st call/ removal of remains of deceased from the place of death and transports them to the funeral home.
5. Embalms the body in an appropriate and professional manner that meets the high standards of Denver Roller, Incorporated.
6. Dresses the deceased and uses cosmetics to achieve the desired appearance for viewing.
7. Abides by Denver Roller, Incorporated policies and regulatory agency rules regarding the correct embalming and handling of the body.
8. Maintains clean and antiseptic facilities and equipment.
9. Abides by OSHA regulations in the care of hazardous chemicals.

Other Responsibilities:

1. Assists in maintenance (cleaning) of the funeral home and equipment.
2. Orders merchandise as needed.
3. Coordinates details of service with cemetery.
4. Greet the public.
5. Be active in community functions and activities, speak to organizations, etc.
6. Orders embalming supplies and maintains an appropriate inventory of same if appropriate.
7. Maintains and cares for facilities and equipment in a manner to assume low maintenance cost and longevity.
8. Basic understanding and duties related to Crestlawn Memorial Park Cemetery/Crematory.

Supervisory Responsibility:

Responsible for direction and coordination of the work of part-time employees when necessary.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education or Experience:

High school diploma plus additional training equivalent to completion of two years college or technical school and completion of required training from accredited mortuary school.

Language Skills:

Ability to read, analyze, and interpret technical procedures and governmental regulations.
Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from the manager, customers, and the general public.

Mathematical Skills:

Ability to add, subtract, multiply and divide in all units of measure using whole numbers.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization may exist. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Other Skills and Abilities:

Knowledge of all aspects of the funeral service, including embalming and cosmetology. Ability to organize and prioritize work and schedules.

Other Requirements:

Good verbal and interpersonal skills; compassionate understanding and ability to deal with all aspects of grief. State registration and certification as a funeral director/embalmer. Valid driver's license.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Occasional very heavy work requiring exertion of more than three hundred (300) pounds of force to lift, carry, push, pull or otherwise move objects. Employee uses hands to grasp, finger, handle, or feel objects, tool or controls. The employee reaches with arms and hands, and is frequently required to walk, stand, bend, or stoop, and is occasionally required to kneel, climb, balance, crouch, or crawl.

Ability to clearly express or exchange ideas by means of the spoken word, and to receive detailed information through verbal communications, with or without correction.

Clarity of vision at distances of 20 inches or less, more than 20 inches and less than 20 feet, and more than 20 feet, with or without correction; color vision, depth perception, and peripheral vision.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Moderately undesirable conditions due to frequent exposure to one or more disagreeable elements, such as dirt, dust, temperature extremes, weather fluctuations, equipment movement hazards, toxic or caustic chemicals, biological hazards.