

Settle-Wilder Funeral Home and Cremation Service

Funeral Assistant

Responsibilities:

- Assists with funeral services and visitation, including greeting clergy, family members & friends, coordinating instruction of pallbearers and driving funeral coach, family car, flower car and/or related vehicles and the specific functions & duties associated with each type of vehicle. Assists with parking lot attendance & coordination of family vehicles at church, cemetery & funeral home services.
- Transfer of remains to/from airports, hospitals, cemeteries, funeral homes and/or mortuary service facilities.
- Must be willing to assist with light housekeeping duties as necessary after services, and in preparation of the next service, to include vacuum sweeping, dusting, attention to restrooms, emptying trash receptacles, etc. Helping with sweeping of sidewalks in preparation for services. Assist in keeping all funeral home vehicles clean & fueled. Willingness to assist with light facility maintenance duties, as funeral schedules permit.
- Performs all other related duties & functions as assigned.

Requirements:

- Prefer a high school diploma or equivalent, as a minimum educational requirement.
- Must possess a valid state driver's license.
- Ability to interact and collaborate effectively with others in a team atmosphere.
- Must be honest in abiding by company policies and procedures.
- Must be well organized, punctual, dependable and attentive to detail. Must possess business-style attire; dark jacket, dress slacks, white shirt (or blouse), conservative tie (for men), dress shoes and the like, and keep conservative grooming habits while at work.

Contact: Steve Dambaugh, Funeral Director-General Manager, for further information and to apply at 386.428.5757