

DENVER ROLLER, INCORPORATED

Position Title: Funeral Director
Location: Roller Funeral Homes
Reports To: Funeral Home Manager
FLSA Status: Non-exempt
Date: January 2008

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 and transports bodies. Appropriately aids in dressing and preparing deceased to be viewed by the family.

Essential Functions:

1. Schedules, organizes and directs all aspects of a funeral including: flowers, pallbearers, minister, order of service, cars, music, etc.
2. Counseling with families including merchandise, obituary and assisting them to deal with their grief. Follows the arrangement office training procedures.
3. Assists with the sale of prearranged funerals including answering questions and liaison with the sales force.
4. Carries out clerical and record keeping tasks related to all aspects of the funeral.
5. Picks up and transports bodies.
6. Aids in dressing the body and using cosmetics to achieve the desired appearance for viewing.
7. Transports deceased to out of state locations when needed.

Other Responsibilities:

1. Assists in keeping the funeral home ready to receive families and the public.
2. Orders merchandise as needed.
3. Coordinates the needed services of cemeteries and grave openers.
4. Greets the public.
5. Be active in community functions and activities, speak to organizations, etc.
6. To look and act as a professional.
7. Assist Management in other areas of the operations when deemed necessary.

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.

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 Skill and Abilities:

In-depth knowledge of all aspects of the funeral service, including embalming and cosmetology. Basic knowledge of general office procedures and operation of appropriate equipment. Ability to organize and prioritize work.

Other Requirements:

Exceptional verbal and interpersonal skills; compassionate understanding and ability to deal with all aspects of grief. State registration and certification as a funeral home director. 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.