

DENVER ROLLER, INCORPORATED

Position Title: Apprentice Funeral Director/Embalmer
Location: Roller Funeral Homes
Reports To: Funeral Home Management
FLSA Status: Hourly
Date: **January 2012**

Position Summary:

Under the supervision of a licensed funeral director and/or embalmer, assists with all aspects of a funeral and its attendant services in a manner deemed to fit the Roller image of excellent service.

Essential Functions:

1. Assists in arranging funerals 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 monuments including ordering, pricing and setting where appropriate.
3. In some cases assist with the clerical and record keeping tasks such as monthly reports, death certificates and VA benefits.
4. Picks up the 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 body 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.
10. Computer skills that allow you to assist with information, reports and other technical related funeral service items, i.e. DVD's, scanning pictures etc.

Other Responsibilities:

1. Assist in keeping the funeral home and equipment neat and clean.
2. Order vaults when appropriate and maintains inventory when requested.
3. Greet the public as well as assist with visitation when necessary.
4. Be active in community functions and activities.

Supervisory Responsibility:

None

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 as provided by the funeral home and Denver Roller Incorporated.

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:

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. **Computer skills are required.**

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 one hundred (100) 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.