



JOB OPPORTUNITY

THOMPSON HALL & JORDAN

FULL-TIME FUNERAL ATTENDANT

Thompson Hall & Jordan is looking to fill a full-time funeral attendant position with our THJ team.

Work Week: Mon-Sun - Flexible Scheduling

Duties include but not limited to: Communication both verbal and written, Interfacing with customers in-person, Ability to lift, stand, and squat, Ability to handle chemicals for cleaning multiple areas and vehicles.

How to Apply:

Speak with your manager and fill out an Internal application by June 11, 2021 and submit to Mark Brown.

The Spring Grove Family is an Equal Opportunity Employer



DUTIES INCLUDE BUT NOT LIMITED TO

Communication both verbal and written

Interfacing with customers in-person

Ability to lift, stand and squat

Ability to handle chemicals for cleaning of multiple areas and vehicles

PLEASE SUBMIT AN APPLICATION TO:

Mark Brown
mbrown@springgrove.org

JOB DESCRIPTION: Full-Time Funeral Attendant

Classification: Non-Exempt

Reports to: Managing Funeral Director

Posted Date: June 4, 2021



Summary/Objective

The position of Full -Time Funeral Attendant is established to perform various pre and post funeral activities that enhances the effectiveness and efficiency of the funeral service and delivers a high quality of service to families and visitors daily.

Primary Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The following duties are an overview of the primary duties and responsibilities of the Full -Time Funeral Attendant and should not be considered an all-inclusive list.

- Communication both verbal and written
- Interface with customers in-person
- Ability to lift, stand and squat
- Ability to handle chemicals for cleaning multiple areas and vehicles
-

Primary Duties but not limited to:

Funeral Attendant– Thompson Hall & Jordan

- Availability to greet and direct visitors during scheduled calling hours
- Assist Funeral Directors with all phases of visitation, funeral service set-up and support throughout the service as needed
- Assist with floral placements
- Perform general cleaning of funeral home (dusting, mopping, sweeping, etc.)
- Perform various miscellaneous tasks as directed
- Ability to drive a Limousine or able to develop the ability to drive a Limousine
- Responsible for the transporting of the deceased from hospital, nursing home, residence, prep rooms or embalming facilities to the funeral home

Work Environment

This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, printers, fax machines, and cleaning supplies.

Physical Demands

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.

While performing the duties of this position, the employee is regularly required to talk and/or hear. The employee frequently is required to sit; stand; walk; squat; and reach with hands and arms. Required to lift up to 100 pounds.

Position Type/Expected Hours of Work

This is a full-time non-exempt position. Business days and hours of work are:

Monday through Sunday, Flexible Scheduling

Travel

Local travel maybe required for support.

Required Education, Knowledge, Skills, Abilities and Experience

1. Valid driver's License
2. High School or equivalent (Preferred)
3. Ability to work nights/evenings/weekends
4. Displays a "Customer First" Attitude.

This position description is not to be construed as an exhaustive statement of accountabilities, duties, responsibilities of requirements. Any individual may be required to perform any other job-related activities or functions requested by his/her manager, subject to reasonable accommodation. The Spring Grove Family reserves the right to modify this job description to reflect changes in essential job duties made necessary by changing organizational needs, subject to reasonable accommodation.