



720 E. LONG ST. ■ COLUMBUS, OHIO 43203 ■ (614) 258-9549

Funeral Service Assistant Employment Overview

Job Description

Assist funeral directors in ensuring that funeral services run smoothly and as planned.

Tasks performed include placing caskets in chapel/church prior to wakes or funerals; receiving floral displays and arranging around caskets; handling/operating and storing funeral equipment; greeting people at the chapel/church; offering assistance to mourners as they enter or exit limousines; directing or escorting mourners to chapels in which wakes or funerals are being held; loading caskets, flowers, and other funeral items into vehicles for transporting; driving funeral vehicles in funeral processions; cleaning and storing funeral vehicles; light cleaning duties around funeral home (running vacuum sweeper, dusting, picking up trash); other duties as assigned.

Hiring Requirements

- Well-groomed professional appearance
- Personable, pleasant personality
- Valid Ohio Driver License with good driving record
(out-of-state license and nondriver ID cards not accepted)
- Smartphone with working mobile phone number
- Email address to receive scheduling assignments
- Part-time/On-Call availability (24-48 hours notice)
- Ability to lift and carry heavy objects (approximately 80 lbs.)
- Uniform suit specified by Diehl-Whittaker
(partial reimbursement with purchase receipt; necktie provided by Diehl-Whittaker)
- Consent to random drug testing while employed at Diehl-Whittaker

Application Procedures

1. Complete the Application for Employment
2. Submit application along with a copy of your valid Ohio Driver License
3. Allow 2-4 weeks for application processing – you will be notified if your application is approved
4. If application is approved, complete forms authorizing background check
5. Make appointment for orientation and completion of new hire paperwork