



## Job Details

**Position:** Funeral Attendant 1

**Position Type:** Part-time

**Compensation:** \$14.25 an hour

**Benefits:** Partial reimbursement, with receipt, for uniform specified by Diehl-Whittaker

## Job Summary:

The position will assist the managing funeral director, funeral directors or supervising persons, as the case may be, with funeral services and operating procedures of the funeral business. Tasks include placing caskets in chapel/church prior to calling hours or funerals; receiving floral displays and arranging around caskets; handling, operating and storing funeral equipment; directing and assisting visiting drivers with parking (parking lot duty); the greeting visitors at the chapel or church; offering assistance to mourners during services, and as they enter or exit limousines; loading caskets, flowers, and other funeral equipment into vehicles for transporting; driving funeral vehicles in funeral processions; cleaning and storing funeral vehicles; light cleaning duties around the funeral home (running vacuum sweeper, dusting, picking up trash); other duties as assigned.

## Qualifications/Requirements:

- Maintain a positive work ethic.
- Demonstrate core values of excellence, trust, care and growth in performing all aspects of the position
- Maintaining a positive work environment by behaving and communicating in a manner so that you get along with families, co-workers, and management. Demonstrating a personable and pleasant personality.
- Maintain a well-groomed, professional appearance; dressing in accordance with the employee handbook dress code.
- Valid Ohio Driver License with good driving record (out-of-state license and non-driver ID cards not accepted)
- Smartphone with a 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
- High school diploma
- Criminal history background check
- Driving record check

## Application Procedures:

1. Complete the [Application for Employment](#) online at Diehl-Whittaker.com
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