

## Job Details

Title                      Bilingual (English/Spanish) Funeral Arranger

Classification        Full Time

**Description:** At Angeleno Mortuaries Inc., we are committed to be the most professional, ethical, and highest quality funeral and cemetery service organization in our industry. It is our belief that the right quality of staff provides the necessary foundation to fuel our high-performance culture and allows us to be the best at serving the needs of client families and communities nationwide.

This position will be responsible for managing all phases of the funeral arrangement including the removal of the deceased, as well as selecting and setting up funeral services to final disposition.

### **Key Responsibilities**

Responsibilities and essential Funeral Arranger functions include, but are not limited to the following:

- Conduct funeral and memorial arrangement ceremonies in a professional and caring manner.
- Carry out funeral services from retrieval of the deceased (optional) to final disposition.
- Assist in the maintenance of the facilities, grounds, and vehicles.
- Ensure that all federal, state, and local regulations related to the funeral industry are followed.
- Prepare the memorial area for the family before the services.
- Ensure that flowers and other memorabilia are returned to the family after services.
- Always maintain reverence and respect for the deceased.
- Enforces all logging, identification, casketing, and cremation procedure
- Perform other duties as assigned

## **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- Problem Solving – the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- Interpersonal Skills – the individual maintains confidentiality, remains open to other ideas and exhibits willingness to try new things.
- Oral Communication – the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
- Written Communications – the individual edits work for spelling and grammar, presents numerical data effectively and can read and interpret written information.
- Planning/Organizing – the individual prioritizes and plans work activities, uses time efficiently, and develops realistic action plans.
- Quality Control – the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adaptability – the individual adapts to change in the work environment, manages competing demands, and can multi-task and deal with frequent change, delays or unexpected events.
- Dependability – the individual is consistently at work and on time, follow instructions, responds to management direction, and solicits feedback for improve performance.
- Safety and Security – the individual actively promotes and personally observes safety and security procedures and uses equipment and materials properly.

## **Physical Demands**

While performing the duties of this job, the employee is regularly required to:

- Lift up to 50lbs
- Push and Pull regularly
- Ability to sit and/or stand for prolonged periods with minimal rest