

# *Rest-Haven*

## Memorial Park & Funeral Home

### **Funeral Director/Embalmer Job Description**

Primary duties will include, but may not be limited to:

- Making funeral arrangements, both pre-need and at the time of need.
- Funeral, memorial, and graveside services
- Preparing human remains for final disposition.
- Embalming
- Cremation
- Being on-call for removals after hours.
- Opening and closing cemetery and mausoleum on weekends when on call.

Shared duties will include, but may not be limited to:

- Clerical work/answering phones
- Cleaning mausoleum, office, etc.
- Delivering and picking up death certificates, making deposits, etc.

Working hours are 8:30 am to 5:00 pm, Monday through Friday, with a 30 minute lunch break. Assigned "On Call" hours may also be scheduled. Some weekend hours may be required.

### **Requirements:**

Candidate must possess the necessary skills and licenses to perform the duties of a funeral director/embalmer in the state of Oregon.

Rest-Haven is a full service cemetery and funeral home. Candidates will be responsible in all aspects of cemetery operations as well as funeral arrangements.

### **Compensation:**

Compensation will be hourly and based on experience.