

Funeral Director/Embalmer

Friedrich-Jones FH Naperville, IL & Overman-Jones FH Plainfield, IL

Providing an exceptional career opportunity for a talented, motivated, caring individual who is passionate about funeral service. We are a large family-owned and operated firm with locations in DuPage and Will County, Illinois.

The compensation package includes a minimum annual salary of \$72,500 (adjusted based on experience level), removal, embalming bonuses and performance bonuses. In addition to our compensation package, we offer an extensive benefits package (401K with a generous match, profit sharing contribution - 100% paid by employer, medical insurance: Blue Cross Blue Shield PPO or HMO option - 70% paid by employer), life and disability insurance - 100% paid by employer, paid vacation, and sick time). Our Funeral Directors have a work schedule that allows for **every other weekend off as well as one scheduled weekday off**, an on-call rotational schedule and a holiday schedule.

What sets our firm apart? Dedicated ownership, excellent staff, and incomparable service. We have two beautiful facilities located in fabulous communities.

Relocation assistance available.

To be considered for this career opportunity, please submit a cover letter and resume to skastelic@yahoo.com.

POSITION DESCRIPTION

The Funeral Director/Embalmer is accountable for performing a variety of duties during the preparation, planning, and execution of the funeral and memorialization process to ensure services run smoothly and that the expectations of our families and their guests are exceeded.

The Funeral Director would be expected to:

- Take first call information with compassion and attention to detail.
- Obtain information needed to complete required documents such as obituaries, death certificates, burial permits, cremation authorizations and insurance.
- Work on-call /first call and second as scheduled and needed.
- Embalm the deceased, including dressing, casketing, and cosmetics and coordinating the hairdresser's duties. *(If you have a desire to embalm and have not had the opportunity, we are willing to train.)*
- Possess excellent customer service skills to provide support and empathy to grieving families.
- Communicate service arrangements and details with clergy, other presiding persons, fraternal or military organizations, and others who may participate in conducting the funeral service.
- Conduct visitations and services in the funeral home or at church.
- Set up casket or urn in chapel. Adjust light fixtures, furniture and arrange flowers or plants and family memorabilia, or supervise the process.
- Cue selected music and video tribute for visitation and ceremony. Cues live streaming of services.
- Oversee all staff participating in services, ensuring that each member of the team understands their role and is professionally representing our firm.

- Direct and usher families and guests to and from the location of the funeral service.
- Assists in parking lot to coordinate car lists in preparation of hearse procession.
- Supervise, assist, and lead hearse processions to ensure a timely departure and arrival.
- Transfer cremated remains into their final urn/vessel or vessels of rest.)
- Instruct and oversee the work of a student or Apprentice, in the preparation room, paperwork and on the floor. Direct Part-time Professionals on services.
- Maintain cleanliness of vehicles, vans and hearses as needed.
- Maintain facility interior (vacuum, wipe down surfaces, etc.) and exterior (collect garbage, sweep walkways, and water flowers.)
- Perform other duties, as needed.

Requirements

- Diploma, associate degree, or bachelor's degree.
- IL Funeral Director's/Embalmers License or willing to obtain one if out of state.
- Valid state-issued driver's license in good standing and acceptable driving record.
- Proficiency in Microsoft Office Suite (Word, Excel).
- Ability to effectively communicate with families, co-workers, and ownership.
- Work as a team member to best serve our families and support other team members.
- Professional appearance (clothing, dress shoes, hairstyle, jewelry), and demeanor (speech & body language).
- Arrive at the funeral home or assigned location on or before start time.
- Perform heavy lifting when necessary.
- Demonstrate a willingness to participate in community involvement to develop and nurture relationships with church, civic and community members.