



FUNERAL DIRECTOR

Since 1986, All-States Cremation has been Colorado's first and largest cremation-only service. We're a dynamic, passionate group of people who thrive on providing our customer families with great care during a difficult time. We offer lower cost, simpler cremation services with no sales pressures or hidden fees.

We're currently welcoming candidates for the position of **Funeral Director** based at the company-owned Care Center in Denver.

At All-States, Funeral Directors' primary responsibility is to coordinate internally and externally to prepare and execute funerals and services. Funeral Directors ensures that the deceased are cared for in a respectful manner. They ensure that all documentation and arrangements are in place, so that client families receive outstanding service.

The position reports to the Care Center Manager.

Please apply by sending your updated resume and a cover letter to [hiring@allstatescremation.com](mailto: hiring@allstatescremation.com). Due to the delicate nature of the role, applications without cover letter may not be considered. Please include your earliest possible starting date and salary expectations to your cover letter.

THE FUNERAL DIRECTOR WILL:

- Communicate effectively and proactively internally and externally, acting in a caring and compassionate manner at all times;
- Treat families with highest level of respect and professionalism;
- Be organized; coordinate and perform multiple tasks while effectively managing time;
- Remain calm, grounded and caring when a crisis or emergency arises. Thrive in positively solving crisis situations;
- Take directions from management and take on additional responsibilities and assignments willingly.

PRIMARY RESPONSIBILITIES:

- Arrange, prepare and conduct funeral services in a professional, organized and caring manner. Ensure they run smoothly and as planned, according to the family's wishes.
- Ensure adherence to all professional, municipal, state and federal rules and regulations;
- Dress, casket, cosmetize the deceased;

- Greet and receive client families warmly and compassionately; assist them through funeral and service process;
- Communicate with families to make sure their wishes are carried out;
- Move casketed remains and other paraphernalia to and from visitation, funeral, and gravesite;
- Drive hearse and other company vehicles;
- Problem-solve any unexpected situations and issues;
- Help clean the facility;
- Preparing decedents for flights and out-of-state transportation.

SECONDARY RESPONSIBILITIES:

- Embalming;
- Preparing remains for the next day's cremations;
- Aid in the preparation and execution of cremations.

REQUIREMENTS:

- Mortuary Science Degree preferred; High School diploma or equivalent required;
- Prior experience as a Funeral Director, or closely related role, required;
- Ability to lift 150 pounds;
- Outstanding customer service skills: one year of public relations experience and one year of customer service experience required;
- Kind and compassionate demeanor;
- Ability to interact resourcefully and effectively with industry professionals;
- Valid Colorado driver's license and good driving record;
- Professional dress and appearance;
- Ability to work nights and weekends, when necessary;
- Excellent communication skills – verbal and written;
- Stable working history;
- Authorized to work in the United States.

WORK LOCATION

60% at the Care Center

40% at funeral and service locations

WORK HOURS

Monday to Friday, 8:30 a.m. to 5:00 p.m.

Weekends and after-hours as needed (Hours subject to change)

BENEFITS

- Matched simple IRA plans
- Paid holidays and time off
- Company contribution towards health insurance