



FUNERAL DIRECTOR

Allnutt Funeral Service Mission Statement:

The mission of Allnutt Funeral Service is to preserve our legacy of family serving families by providing compassionate, exemplary service that is built on generations of giving back, quality ethical service, and genuinely felt care, improving our service experience with each generation.

This is a salary non-exempt position.

Requirements:

- ◆ High school education
- ◆ 2 years funeral home experience
- ◆ Working towards fulfilling Certified Funeral Director qualification as determined by the Colorado Funeral Service Board

Qualifications:

- ◆ Team player
- ◆ A high level of ethics
- ◆ The ability to prioritize multiple tasks
- ◆ Good presentation and public relations skills
- ◆ Strong communication skills
- ◆ Friendly
- ◆ Ability to listen to others
- ◆ Flexible
- ◆ Motivated and competitive
- ◆ Working knowledge of computers and their operations and proficient in business software; Micro Soft Office
- ◆ Excellent interpersonal skills; ability to interact with grieving families during time of need and create a premier level of client satisfaction
- ◆ Excellent driving skills and record
- ◆ Ability to manage a caseload while creating exceptional service

The Funeral Director will report to the Chapel Manager on a daily basis to accomplish the needs to the chapel and any other location that is in need of help.

PRIMARY DUTIES

- ◆ It is the responsibility of the Funeral Director to be knowledgeable of all services offered by Allnutt Funeral Service and have the ability to communicate them to families.
- ◆ The Funeral Director will complete funeral arrangements by meeting with family members to arrange for services of the families' choice.
- ◆ It is the responsibility of the Funeral Director to provide and educate the family members on funeral merchandise and help them select funeral merchandise that fits the family's needs. This includes but is not limited to caskets, urns, memorial packages, monuments, flag cases, etc.)

- ◆ It is the responsibility of the Funeral Director to schedule and ensure that all details of the funeral arrangement are scheduled and confirmed for example contacting ministers and/or churches, musicians, cemeteries, staff, etc.)
- ◆ The Funeral Director directs and facilitates the funeral or memorial service.
- ◆ The Funeral Director is responsible for collection on all accounts.
- ◆ The Funeral Director provides support for all staff within Allnutt Funeral Service.
- ◆ It is the responsibility of the Funeral Director to make removals, dress, casket, and cosmetize.
- ◆ The Funeral Director is responsible for his/her professional and personal growth through education, trade magazines, etc. He/she is also responsible for maintaining educational requirements necessary for licensing and certification.
- ◆ The Funeral Director is encouraged to take part in community involvement and help to promote Allnutt Funeral Service.
- ◆ The Funeral Director will answer the door greeting families and the general public. He/she will have to recognize and help families of the deceased with any questions they might have and show visitors to viewing/staterooms.
- ◆ The Funeral Director is responsible for promotion and implementation of excellent customer service as prescribed in the customer service manual.

SECONDARY DUTIES

The Funeral Director is responsible for the maintenance and re-ordering or inventory (caskets, urns, prep room materials, etc.) for the funeral home.

The Funeral Director will assist with maintenance and upkeep and appearance of the funeral home grounds, building, and vehicles.

The Funeral Director will report to the Managing Director for questions regarding their primary duties.

All other duties as assigned.

We are a company that is striving to be the leader in each community that we serve. A company that is defined by the individuals who represent the company individuals who exemplify and respect the family attributes of trust, care, support, ethics, unprecedented attention to detail and understanding the value and importance of nurturing long term relationship.

Please submit applicant information and inquiries to Susan Hughes at shughes@allnutt.com.