

# Job Description & Duties:

Incorporating a funeral company  
Established 2007  
undertaking approximately 200 funerals annually and growing!

Located at  
Para Hills West with an 9am start time  
at our Mortuary and operations facility.

You receive a weekly pay, and will be sharing after hours Transfers between 4:30pm to 8am from time to time when you are available as required.

We are seeking primarily, a casual **Funeral director's assistant** who is physically fit with excellent verbal communication skills.

If you suit this position well and are willing to assist within a team environment this would translate into more hours.

To fulfil this  
role we would  
expect



you to be able  
and prepared  
to:

Be Trained

- You must be able to be trained and follow procedures accurately and systematically.

Transfer/Removal

- You would need to be Required to stand-by when rostered or requested, prepared to transfer body's from an airline, railway or shipping terminal, police, a hospital, nursing home or aged care facility, a crematorium, a chapel, a church, a city mortuary or a cemetery.

Bariatric handling

- Will involve loading, unloading of heavy body's possibly navigating stairs and closed quarters, so you must demonstrate your ability to coordinate these activities appropriately therefore physical fitness plays a key role.

General  
maintenance

- Keeping stretchers, the mortuary, equipment and tools sterilised & organised, ensuring there reliable operation, laundering, assembling basic floral arrangements, cleaning and fueling transfer vehicles and hearses, and ordering consumables.

Mortuary care

- You will need to secure valuables, dress, wash, apply cosmetics, remove implants and place the deceased in coffins and caskets following procedural instructions from our office.

# Personal Description & pre-Requisites.

Able to be trained and follow procedures.

Punctuality & reliability are the key attributes to be backed by referees.

You may need to undergo a national police clearance.

Must have a class C driver's licence.

Be physically fit, and well presented assisting with funeral services and establishing grave side locations and if required.

Ability to drive a van, in addition to our hearses and reverse using mirrors only,

Work in a team environment & assist beyond your call of duty to help others meet scheduled times.

Additional

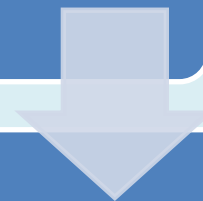


Tasks

You may be required to pickup memorial cards and supplies.



Deliver coffins to crematoriums and assist at services.



Purchase items to maintain our operations

# focus & Care

Pay attention  
to detail and  
manage  
equipment  
and coffins



With  
Care



Avoiding  
personal risk  
of failure  
and damage