



## WEEKS FUNERAL HOMES – EMPLOYMENT DETAILS

POSITION: Removal Tech / Funeral Assistant

LOCATIONS HIRING:

- Columbia Funeral Home – Seattle, WA
  - Will be required to work across various locations within the Weeks Funeral Homes organization.

QUALIFICATIONS:

- Valid WA State Driver's License
- Clear driving record.
- Be at least 23 years of age to drive company vehicles.
- Basic computer and office skills.
- Physically capable of lifting, pushing/pulling, and standing for long periods of time.
- The ability to lift 100+ pounds regularly.
- The ability to respond quickly to sounds.
- The ability to move safely over uneven terrain or in confined spaces.
- The ability to see and respond to dangerous situations.
- The ability to work in extreme weather.
- The ability to wear personal protective gear correctly most of the day.

JOB DESCRIPTION:

Weeks Family of Funeral Homes is always accepting applications for Removal Technicians / Funeral Assistants. We specialize in taking care of the needs of the people in our community. We are here to assist all families and friends during a challenging time by giving compassionate, professional care.

A removal technician is an important first point of contact for bereaved families. They are responsible for the care, removal, and transport of the deceased from the place of death to our funeral establishments. Funeral Assistants are an important support for Funeral Directors and families. They are responsible for carrying out logistics at services as well as providing professional assistance to families and guests. You will be required to:

- Maintain a professional appearance and wear professional attire.
- Operate a company vehicle in a safe and responsible manner.
- Courteously and promptly respond to all persons, not to be limited to, bereaved families, first responders, medical staff, and colleagues.
- Follow procedures to ensure proper identification and custody of the deceased.
- Completing light paperwork and other duties as assigned.
- Must be physically capable of lifting and safely operating necessary equipment.
- Setting up for visitations or services by arranging chairs, flowers, photos, memorabilia.
- Greet visitors, hand out memorial folders, provide funeral service related information.
- Clean facilities following services and performing general upkeep to maintain facility appearance.
- Additional duties as assigned.



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### ABOUT THE WEEKS FAMILY OF FUNERAL HOMES

We are family owned and care for each of our families like they are our own. As a part of our work, we actively engage with local civic groups, churches, and community events to ensure that we are not only serving the community but that we are a part of the community.

#### JOB TYPE:

- Part Time / On Call

#### PAY:

- \$20 per hour - Minimum 2 hours when called in - \$50 additional per residence removal.

#### SCHEDULE:

- Subject to shifts on call.
- Must be available 3-4 nights per week (5pm – 8:30am).
- Ideal candidates would also be open to work as needed during normal operating hours to help with funeral services and first calls.
- Schedules created monthly.

#### EDUCATION:

- We will provide training for this position.
- Those with experience are encouraged to apply.

#### TO APPLY:

- Email Resumes to: Roxanne Wright – Deal
  - [roxanne@weeksfuneralhomes.com](mailto:roxanne@weeksfuneralhomes.com)