



Intern Funeral Director

The team members of Lewis Funeral Chapel and The Stone Chapel Poulsbo Mortuary are dedicated to providing a level of personal service our families need and deserve. Professionalism, personal and professional ethics, and an unwavering commitment to our community through funeral service are paramount to achieving this. It is this continuing vision that have made our firms the leading funeral service providers in Kitsap County for over 100 years.

Job Description

As a team member of Lewis Funeral Chapel and The Stone Chapel Poulsbo Mortuary, there are many daily expectations that are important to meet. The following are some of our standard expectations:

- Meet with families to arrange details of funerals, and other dispositions of human remains
- Present various items of funeral related merchandise and services
- Write retail purchase agreements and contracts and follow any company policies related to the accurate completion of these documents
- Secure authorized signatures on all necessary documents
- Coordinate final arrangements with clergy, cemeteries, and other funeral participants
- Maintain 24-hour on-call availability as needed in a rotating schedule
- Employ standard precautions to prevent pathogen contamination
- Can work independently as needed

A team member of Lewis Funeral Chapel and The Stone Chapel Poulsbo Mortuary will find a fast paced environment with an expectation of high attention to detail and performing any task at a 100% completion level, all while managing timelines. We are not interested in the ordinary individual, but the extraordinary industry professional. If you have these qualities and feel you possess the skills to thrive as a team member, we are interested in you. The following are personal traits and skills we will be looking for in you:

- Must have the ability to communicate fluently in both written and oral English
- Must be in regular attendance
- Must pay attention to details
- Must have a professional appearance
- Must have the ability to work well with managers, co-workers, and subordinates
- Be a licensed Intern/Funeral Director in Washington State
- Able to work with multiple families
- Valid Washington State drivers license
- Must be insurable under company's auto insurance
- Able to handle the stress of meeting with several families a day
- Able to deal with the stress of working with different personalities daily
- Able to use general math (addition, subtraction, multiplication)
- Able to use basic computer applications (Microsoft Word, Outlook Express Email and Internet)

Lewis Funeral Chapel and The Stone Chapel Poulsbo Mortuary are independent, family owned firms. We are a leader in Kitsap County because our team members do not pressure families to make decisions, but rather listen to their unique needs and offer professional guidance to assist them in making informed decisions. If this is the kind of culture that you would like to be a part of, please forward your resume to lewischapel.1909@gmail.com