



Now Hiring Licensed Funeral Director and Embalmer

Who we are:

- Holy Cross Funeral & Cemetery Services is a non-profit ministry of the Spokane Diocese of the Catholic Church. We are a ministry focused organization. Our purpose is to provide for the funeral and cemetery needs of the Christian community of Spokane and the surrounding area.
- As a staff we pray together daily for those we serve and one another.
- The ministry consists of the new Holy Cross Funeral Home in Spokane (opened April 2024) as well as three cemeteries: Holy Cross Cemetery on Spokane's Northside, St. Joseph Cemetery in Spokane Valley, and Queen of Peace Cemetery on Spokane's South Hill.

Primary Job Responsibilities:

- Caring and professional assistance to client families in planning and directing funeral, burial and/or cremation services, with responsibility for all aspects of fulfilling client requests.
- Maintain accurate and organized records.
- Work in a schedule rotation with other funeral directors. This will include evening and weekend services, as well as being on-call.
- Caring and professional preparation of deceased loved ones for funeral, burial and/or cremation services. This includes embalming, dressing, cosmetics, hairdressing, restorative arts, etc.
- Transportation of decedents into the care of the funeral home.
- Crematory operation.

Successful applicants will:

- Possess or reciprocate Washington State Funeral Director License and Embalmer License.
- Possess Washington Crematory Operator License, or ability to obtain within 2 months of employment.
- Have and maintain a clean driving record.
- Be able to lift 75 lbs. and team lift 250 lbs. or more.
- Stand for long periods of time.
- Demonstrate professional communication skills in verbal and written form.
- Possess basic computer skills in programs such as Word and Excel.
- Pass a background check.
- Complete annual safety training provided by the Spokane Diocese.

Expectations:

- Maintain a vibrant Christian faith, pursuing spiritual growth and a life that brings glory to God.
- An attitude that reflects Ministry First - Ministry Always.
- A desire for professional excellence in the workplace, seasoned with grace.
- Conservative and professional appearance.
- Conservative and professional language.
- The workplace is drug-free and alcohol-free.
- Comply with all other requirements for employment expressed by the Diocese of Spokane.

Compensation and Benefits:

- Starting salary range will be \$48,000 to \$56,000 depending on experience.
- Health and Dental Insurance plans fully paid by employer for benefits eligible employees.
- Life and Long-term disability insurance coverage for benefits eligible employees.
- 401(a) retirement plan and 403(b) retirement plan are both available.
- Employee Funeral and Cemetery Service Discounts are available for employees and immediate family.
- Paid time off includes separate vacation, holiday, and sick leave accruals.

To Apply:

Please provide your resume and references to Clint Champion at clintc@holycrossofspokane.org . If you have questions regarding this position, please email, or call us at (509)467-5496.