



**BRADLEY-KOSEC**  
FUNERAL HOME & CREMATORY

Licensed or Intern Funeral Director / Licensed or Intern Embalmer

Port Townsend, WA

Job Type: Full-time – In Person

Bradley-Kosec Funeral Home and Crematory is looking for a caring, compassionate person to join our team.

Some things we ask of you as a Licensed Funeral Director/Embalmer: (\$24.00-30.00 / hr)

- Licensed in the State of Washington as a Funeral Director / Embalmer
- Be sufficient in working together as a team; and also independently
- Basic computer skills are necessary
- Excellent customer service skills
- Strong communication skills
- Clean driving record/ able to be covered by company insurance
- Able to dress professionally
- Willing to sign confidentiality agreement
- Cleaning/Maintenance
- Ability to meet with families of all different walks of life and personalities
- Ability to plan, schedule, assist, coordinate and run memorials, funerals, graveside services
- Ability to work in the Prep Room and assist with Embalmings/Dressing/Cosmetics etc
- Ability to be on rotating removal schedule with set evenings/weekends on call
- Willing to obtain Crematory Operators License and perform Cremations a plus
- Ability to lift, move or carry 75+ lbs
- Ability to stand long periods
- Ability to properly wear Personal Protective Equipment (“PPE”)

Some things we ask of you as an Intern Funeral Director / Intern Embalmer (\$18.00 – 22.00 / hr)

- Same as a Licensed Funeral Director, but we will assist and train you
- Ability to get (or maintain) Intern Licensing

Bradley-Kosec Funeral Home is looking for someone who is interested in assisting families get through what may be one of the hardest days in their lives; someone who is caring and compassionate, willing to help and has a desire to build relationships with those they serve to provide excellent service.

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#### Full Job Description

Customer Service is a vital part of Funeral Service. Our goal is to make a positive and lasting first impression, whether in person or over the phone, at the office or out in the field. Taking time with families who need an extra moment, handing out folders, guiding guests during services, opening doors, general politeness are just some examples of the levels of customer service we expect.

All roles and responsibilities of a funeral service professional including but not limited to: taking a first call, bringing deceased into our care, maintaining identity of those in our care, funeral arrangements, guiding families through the entire funeral service experience, viewings, preparation and care for deceased, ordering merchandise, coordinating with outside agencies/facilities/people, directing services, crematory operations, day to day cleaning and maintenance, answering phone calls, taking payments, reviewing and explaining paperwork to families, obtaining signatures and authorizations in accordance with relevant laws and regulations. Communicating with others in office about appointments and services is a must.

We have a rotating on-call schedule and expect calls to be answered and responded to promptly and dressed appropriately for the situation. Must be able to “read the room” and have great attention to detail.

Willingness to get Crematory Operator License is not required but definitely a plus – as a crematory operator, tasks will be including but not limited to: checking identity of all decedents prior to disposition, reviewing all paperwork for completion and accuracy, preparing and performing cremations, processing and filling urns and keepsakes. Use of personal protective equipment and adhering to relevant operational and safety procedures as they relate to crematory operations is required.

#### Benefits:

- Employee discount
- Paid time off
- Yearly License Renewal
- Training
- Great Removal Pay after hours - \$100.00 per Removal
- Cell Phone Stipend

#### Schedule:

- Day shift
- Monday to Friday
- Night shift
- On call
- Overtime
- Weekends as needed

#### License/Certification:

- Driver's License
- Funeral Director License / Intern License (Preferred)