

## Immediate Hire for Full Time \$21/hr with Excellent Benefits

### Job Description

Catholic Funeral and Cemetery Services remains committed to providing an essential service to our community during the COVID-19 pandemic. We have implemented critical measures to ensure the safety of our staff and families we serve.

**Locations:** St Michael Cemetery, Livermore  
Queen of Heaven Cemetery, Lafayette

**Mandatory:** FUNERAL DIRECTORS LICENSE or the ability to obtain a license

**Flexibility to work evenings and an occasional Saturday may be required**

**Family Service Directors serve families with care and compassion, educating them through the process of making informed decisions for at-need funeral products and services.**

CFCS offers excellent compensation for motivated individuals. Benefits include excellent medical, dental, paid vacation and sick days, and retirement benefits. We also offer outstanding training and continuous education programs for our employees.

Family Service Directors will demonstrate by example, CFCS' Core Values—Share the Journey, Serve with Care, and Make It Happen—in all their dealings with families, staff, and internal/external contacts.

### Education and Experience

**· REQUIRED: College degree or in the process of obtaining a degree within 12 - 18 months is required, at least 2-4 years in a customer service role requiring direct contact with the public (both on the telephone and face-to-face) and the ability to obtain a license**

### Knowledge, Skills, and Abilities

- Knowledge of the Catholic faith, rituals, and traditions
- Strong customer service experience
- Event planning experience.
- Understanding of the order of Christian funerals
- Able to conduct oneself with a “Family First” approach
- Excellent interpersonal, communication, and telephone skills
- Ability to multi-task and manage several funeral cases at the same time
- Able to coordinate with many internal departments and external providers
- Ability to work and make decisions under pressure and tight deadlines
- Familiar with special event planning and coordination
- Highly organized, detail oriented, and excellent time management skills

**Please apply:**

**CFCS.applytojob.com/apply or**

**Beverly Silva, Senior Recruiter**

**[bsilva@cfcsmission.org](mailto:bsilva@cfcsmission.org)**

**I look forward to hearing from you.**