



JOB TITLE: Embalmer
LOCATION / DEPT: Branch/Care Center
REPORTS TO: Managing Director

EEO CLASS: 9
CLASSIFICATION: Non-Exempt
EFFECTIVE DATE: 1.1.2022

POSITION SUMMARY:

The Embalmer is responsible for embalming and preparing the bodies of the deceased for funeral services as well as burials or cremations.

ESSENTIAL FUNCTIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Perform processes and procedures to embalm decedents in a manner that follows the laws of New Mexico statutes and the FRENCH Family of Companies' standards of care
- Apply cosmetics to impart a lifelike appearance to the decedent
- Dress decedents and place in casket
- Perform special procedures when necessary for remains that are to be transported to other states or overseas, or where death was caused by infectious disease
- Maintain records such as itemized lists of clothing or valuables delivered with decedent and names of persons embalmed
- Write comprehensive embalming reports in a timely manner that meet statutory requirements.
- Perform the duties of funeral directors, including coordinating funeral activities
- Promotes a positive environment that effectively represents FFC's Mission, Vision and Values
- Safety sensitive position
- All other duties as assigned

REQUIRED EDUCATION AND EXPERIENCE

MINIMUM EDUCATION:

- High school graduate, or equivalent.
- Some college preferred.

MINIMUM EXPERIENCE:

- Two to five years' experience as an Embalmer

MINIMUM SKILL REQUIREMENTS:

- Must be able to read, hear, understand, and process essential paperwork and instructions, both oral and written
- Must possess a valid NM driver's license with an insurable driving record per the qualifications of the company insurance provider
- Must be able to work flexible shifts to include some nights, weekends and holidays
- Must be able to handle a vast array of surgical instruments, equipment and tools.
- Must be knowledgeable in Anatomy and Physiology, Thanatochemistry, Microbiology, Pathology, Descriptive Pathology, Funeral Service Law/Ethics, Restorative Art/Modeling, Presentation and Cosmetics, Embalming and Disposition, and Funeral Service Management and Principles.
- Must be able to analyze situations and make recommendations for improved service
- Must be able to analyze and act appropriately at each individual service
- Must be able to manage time and meet deadlines
- Must be able to tolerate a reasonable amount of stress
- Must be able to analyze and understand questions, instructions, and procedures/processes
- Must present a sensitive, calm, reassuring yet confident manner, especially when dealing with



death and grieving families

- Must exhibit total and complete moral standards, respect, and reverence in handling, processing or service of any remains.
- Must be able to interact well with associates and families
- Must be able to communicate effectively and coherently
- Display positive attitude to all levels of the organization
- Maintain highest standards of ethics, personal conduct
- Must maintain confidentiality
- Must be able to work as a team player
- Must be dependable
- Must be able to speak, read, write and understand English.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

This job operates in a public environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Able to stand for up to 2 hours at a time
- Bend at waist and knees
- Pushing and pulling up to 150 pounds
- Lift overhead up to 25 pounds
- Grasp with both hands
- Fine manipulation with both hands for embalming and make-up application
- Work with toxic chemicals; i.e., formaldehyde, solvents, etc....
- Able to lift-up to fifty (50) pounds from the floor.
- Grasping with hands to handle, control, or feel objects, tools, or controls.

I HAVE READ AND UNDERSTAND THE JOB DESCRIPTION. I VERIFY THAT I UNDERSTAND AND MEET THE REQUIREMENTS AND AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS AND DUTIES OF THE POSITION, WITH OR WITHOUT REASONABLE ACCOMMODATION.

Print Employee's Name

Employee's Signature

Date

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.