Evans Funeral Services Ltd.
171 ORMOND ROAD PO BOX 877 GISBORNE NZ

FUNERAL DIRECTORS MONUMENTAL MASONS
DAVID PARKER GAVIN NICKERSON KAY PAKU TOM HARBOTT

JOB DESCRIPTION FOR EMBALMER

OVERVIEW

Embalmers attend to the sanitation, presentation and preservation of deceased persons, and the maintenance of funeral service plant and facilities.

PRIMARY OBJECTIVES

To embalm to a high quality, to avoid any embalming failure and to ensure the presentation of the deceased is natural and peaceful to the satisfaction of the family.

To ensure the professional service the Company provides is efficient and accurate, with attention to detail of utmost importance.

To provide consistently high standards of service, experiences, products and facilities.

FUNCTIONAL RELATIONSHIPS

Internal:
Funeral Directors
Management
Office Staff
Employees of Evans Funeral Services
Celebrants
Organists

External:
Client families
General Public
Trade Suppliers
Clergy
Celebrants
Hospital Staff
Rest Home Staff
Coroner/Police
Cemetery/
Doctors/ Medical Practices

KEY OUTCOMES

Assisting Evans Funeral Services in providing for client families a dignified and suitable farewell for the deceased in a professional and caring manner showing respect and compassion.

TASKS AND DUTIES

Tasks and duties of the embalmer may include:

- arranging for the removal of bodies from the place of death, including private homes, rest homes, hospitals and accident scenes
- performing preservation procedures to delay the decomposition of the deceased
- dressing of the deceased and placement in a casket
- trimming of caskets
- general cleaning and building and section maintenance
- assisting with the management of stock levels, and annual stock-take as required
- assisting funeral directors at funeral services with integrity, respect and professionalism
- carrying out errands and messages as directed by funeral directors as and when required
- assistance at viewings during the week and while on the duty roster
- attendance at company based functions as and when required
- attendance at staff and management meetings as directed
- support of personal professional development and on-going training
- vehicle maintenance and cleaning
- accurate recording of details
- engraving of urns and caskets
- transfer of the casket from the service to burial or cremation when requested
- operation of the crematorium, collection of ashes, recording and short/long term care of these
- duties that are required for the business operations of Bay Stonecraft Ltd and on the instructions of the manager of Bay Stonecraft Ltd
- maintaining stock levels in the casket display room

PERSONAL SKILLS AND QUALITIES

Personal skills, knowledge and qualities which may be advantageous:

Skills & knowledge

- knowledge of health issues relating to handling deceased people
- knowledge of human anatomy and physiology, biology and chemistry
- physical fitness and manual dexterity
- knowledge of various religious ceremonies, and differences in cultural and religious beliefs about the human body
- knowledge of human behaviour, and the ability to relate to people and put them at ease
- sound literacy and numeracy skills

- current license and clean driving record
- good communication skills, both verbal and written.

Personal Qualities

- mature and confident
- compassionate
- composed and able to work under stress
- emotionally stable
- responsible
- concerned for others
- patient, respectful, considerate and tactful
- organised, and good at planning
- flexible, and able to prioritise multiple responsibilities
- enjoy working with clear rules and organised methods
- accurate, with an eye for detail
- practical
- punctual
- able to work in a team environment
- able to keep information private
- able to relate to people from a range of cultures and backgrounds
- willing to dress and behave in a professional manner.

Physical Requirements

Embalmers require excellent physical health and good manual dexterity. Bending and lifting are requirements of the job. They also need to have a tidy appearance, as they often have to transport bodies and caskets.

The ability to tolerate stress and work long, irregular hours is important. The Company operates a 24 hour, 7 day a week operation. There is a roster system and staff are expected to work willingly when rostered to do so.

Entry Requirements for Qualification and Registration

To be accepted into embalming courses, applicants must:

- be at least 20 years old
- have at least one year's experience working in a funeral home
- be currently employed in the industry
- be sponsored by their employer to complete the qualifications.

WORKING CONDITIONS

Working Conditions

Office hours are 8am – 4:30pm Monday to Friday. The duty embalmer works between 7:30am and 4:30pm weekdays and is available on call outside those hours.

The duty week runs from 7:30am Friday to midday Thursday. Thursday afternoon is rostered off before the duty week.

In the off-duty week, the supporting embalmer works from 8am to 4pm.

Embalmers may work all hours, at short notice, and need to be able to "hit the ground running". Because "down-time" cannot be guaranteed, embalmers need to be flexible and self-aware, taking whatever time they have for rest and self-care, and to maintain their professional focus.

Four weeks paid leave is provided each year plus actual and reasonable sick leave. Embalmers are rostered to work statutory holidays as part of their call duty.

Remuneration

Embalmers' remuneration is salaried, without paid overtime or formal time in lieu. Individual remuneration is commensurate with skills and experience, as these current examples from throughout NZ show:

- 66,000.00 Diploma in Embalming, 10 years experience
- 58,809.00 Non qualified, 22 years experience, $1000.00 cash at Christmas
- 55,300.00 Non qualified 25 years experience
- 53,000.00 Qualified Embalmer, 7 years experience, $1000.00 cash at Christmas
- 50,000.00 25 years experience
- 50,000.00 5 years experience qualified national certificate in embalming.
- 47,000.00 – 5 years experience, on duty roster, 45 hours per week, Qualified Embalmer
- 44,000.00 – 5 years experience, on duty roster, 45 hours per week
- 41,000.00 Trainee Embalmer, 3 years experience
- 25,000.00 – 6 years experience, on duty roster, 24 hours per week, Qualified Embalmer