

Part-Time Transfer Attendant (Funeral Home Driver)

Starting rate: \$19.00/hr.

Hours: Monday, Wednesday & Friday / Approx 10-20 per week hours to start

- The potential for increased hours and wages will be reviewed after the training and probationary period.
- Company benefits package to be offered after probationary period.

Are you interested in starting a career in funeral service? Join our growing team as a Transfer Attendant at Kettle Valley Memorial.

Kettle Valley Memorial is a local, family-owned funeral home headquartered in Penticton, BC. We are in our 5th year of operation serving the families of the South Okanagan & Similkameen Valley.

We pride ourselves on providing exemplary family care and being the premiere Funeral Home & Pre-Arrangement choice for families in our region. Our team is a group of dedicated, experienced and driven professionals focused on serving our community for death-care and pre-planning needs with compassion, experience and in-depth knowledge.

Kettle Valley Memorial is inviting applicants for the **Transfer Attendant** role in our Penticton office. As a transfer attendant, you will be provided with a company vehicle to use during your shift and will be responsible for professionally transferring descendants between facilities. We're seeking a conscientious, detail-oriented individual who thrives on making a meaningful impact, enjoys collaborating with a team, and takes immense pride in their work.

If you're ready to embrace a dynamic, fast-paced office environment, we'd love to hear from you. This position is a part-time, on-call basis role to start with the opportunity for more hours as you gain experience in the field.

Our company operates on a 24/7, 365-day schedule. While due to the nature of the work, hours are not guaranteed, this job is the perfect opportunity to gain experience to advance within the organization.

Job description and responsibilities:

- Receiving the decedent into our care from the appropriate location. Location pick-ups include Decedent's home, Hospice, Hospital, Coroner possession or out-of-town travel.
- Delivery of the decedent to the place of service or cremation facility.
- Set up of the decedent for identification or visitations.
- Responsible for the delivery of paperwork relating to the decedent.
- Updating files related to the decedent to be submitted to our office staff.
- Provide transport for families to services
- Maintain care and cleanliness of the transfer vehicles

Qualifications for success:

- Possess a high school diploma or equivalent
- Showcase the ability to manage multiple tasks and meet deadlines under pressure.
- Ability to maintain professional and personable composure while working in a sensitive environment with grieving families
- Exhibit strong communication skills - both verbal and written, along with exceptional organizational and problem-solving abilities.
- Handle confidential documents with discretion.
- Possess a valid driver's license with a clean driving record and clear criminal record.

Like every position within our organization, there will be opportunities for advancement and growth for those interested in furthering their career in funeral service.

Kettle Valley Memorial requires that any interested parties understand the need for and maintain strict confidentiality and professionalism as the nature of our work is extremely sensitive.

Applicants must be able to pass a criminal record check and must be in physical condition to perform work that requires strength and conditioning for heavy lifting.

How to apply:

To join our dedicated team, please submit your cover letter and resume to amanda@kettlevalleymemorial.ca or drop off at 1873 Main St. Penticton BC. We appreciate all applications but only candidates selected for an interview will be contacted.