

## **Funeral Home Attendant**

**Starting rate:** \$18.75/hr.

### **Part-time**

**Hours:** Monday to Friday / 8:30 am-12:30 pm to start

(with evening and weekend availability as needed)

- 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 **Funeral Home Attendant** role in our Penticton office. As a Funeral Home Attendant, you will have a robust role that will be served in several departments. You will be working closely with the Funeral Director(s), Operations Manager and the extended team to ensure that the building and property are maintained and tidy daily, you will be on funeral services as needed and assist the transfer team and Funeral Director(s) when required. Our entire team works on maintaining the tidiness and appearance of our building and chapel, but it will be the primary role of our Funeral Home Attendant to ensure that all of these tasks are completed daily.

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:**

- Maintain organization and cleanliness of our building, property, parking lot and vehicles.
- Property maintenance includes but is not limited to garbage, sweeping, lawns, shovelling, weeding, and window cleaning
- Building maintenance includes but is not limited to sweeping, vacuuming, dusting, hauling and unpacking, organizing inventory
- Errands and general company tasks as needed
- Attend and assist with the set-up and take-down of funeral services
- Assist the Transfer Attendant when needed
- Assist the Funeral Director and Operations Manager as required

**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.

As with every position within our organization, there will be opportunities for advancement, learning 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](mailto: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.