

## **Building & Park Development and Crematory Operator**

White Haven Memorial Park is seeking an experienced and self-motivated individual to fill a position in the cemetery Building and Park Development department.

The incumbent will be required to perform various park operation tasks including, but not limited to:

- Properly receive and process human remains. Duties must be performed consistent with company mission and values and in adherence to company policies and procedures.

*No crematory operator's certification is required for this position. We will train and provide all essentials for the scope of the job which would culminate in a crematory operator's certification.*

### **Job Details**

Job type: Full Time

### **Qualifications**

Education: High school or equivalent

Experience: 2-5 years

Valid Driver's License

### **Job Responsibilities**

- Cares for deceased in a respectful manner while performing all the tasks involved in the cremation process.
- Receives remains and ensures all documentation is complete and accurate.
- Completes all required documentation with respect to cremation process and equipment maintenance.
- Adheres to all professional, municipal, state and federal licensing regulations applicable to the cremation of human remains.
- Adheres to all applicable policies and procedures.
- Maintains all logs and reports as required by the state.
- Maintains chain of custody with applicable paperwork.
- Promotes a safe work environment by being aware of and practicing universal precautions and adopting general principles of safe conduct.
- Maintains the crematorium, equipment and adjacent facilities.
- Other duties as directed by supervisors.
- Building maintenance / regular seasonal maintenance
- Special park projects
- Snow removal
- Be able to work in all weather conditions
- Lift 75 lbs

## **MINIMUM Requirements**

### Education

- High school diploma or equivalent

### Experience

- Familiar with the basic operation of industrial equipment to include basic troubleshooting skills.
- Basic computer skills
- Ability to maintain effective relationships with clients and customers.
- Good communication skills
- High level of compassion and integrity
- Problem solving skills
- Ability to multi task and set priorities
- Detail oriented

You must have your own transportation as well as a valid driver's license. Starting pay will be based on experience. Please respond to [ben@whitehavenmemorialpark.com](mailto:ben@whitehavenmemorialpark.com) with your resume attached as a word document or PDF. Be sure to include your current contact information. We will contact individuals that we would like to interview in a timely fashion. If you have any questions, please feel free to contact the hiring manager 585-406-6436.