



To: Distribution

From: Human Resources

Date: April 5, 2021

Job Opportunity: Crematory Operator (Full-Time)

Position Summary: Ensure that human remains are transported properly to the crematory, are received and logged into the crematory log book, are cremated strictly according to state and federal laws, and that the ashes are carefully and completely processed and placed into the correct urns.

Essential Job Functions: Must be able to perform the essential functions of the job with or without reasonable accommodations.

- Properly identify human remains against the paperwork and logbook to ensure that the correct body is cremated and is placed in the correct urn.
- Occasionally greet families who want to witness the cremation and answer their questions. Ensure that health and safety rules are strictly maintained.
- Perform cremation of human remains by preheating the retort; pushing the container with the body inside it into the retort; positioning the container inside the retort; closing the retort doors and pushing the igniter button; monitoring the internal retort temperature by watching the gauges to insure overheating does not occur; and ensuring that the human remains are completely cremated.
- Using Personal Protective Equipment, process cremated human remains to ensure that no ashes remain in the retort, that they are all placed carefully in the correct urn, and that cleanliness around the retort is strictly maintained.
- Carefully complete the crematory logbook with all of the required data.
- At the end of each day, ensure that all urns with cremated remains are transported to the Interment Office.
- Ensure that all work areas, working conditions, and work habits are performed in accordance with Company, state, and federal rules and regulations by understanding the importance of health and safety. Report unsafe equipment and conditions to management.
- Be prepared for unannounced visits by state inspectors who audit the crematory process twice a year by scrupulously following rules and regulations, maintaining detailed records and logbooks, and keeping the crematory very clean.
- Keep immediate supervisor promptly and fully informed of all problems and significant matters, and take prompt corrective action as needed.
- Participate in training and skill development opportunities to improve competency and customer service.
- Report to work on time and maintain standard attendance.

Experience and Education:

- Stable experience in work involving communication, driving, customer service, and/or following directions
- High School Diploma or GED
- Drive Company vehicles and follow driving directions
- Good verbal and written communication skills

- Compassionate personality to relate with the bereaved
- Problem solving skills
- Ability to multi-task and set priorities and have a mind for detail
- Current HBV vaccination

Physical Requirements:

Must be able to pass a lift test with the ability to frequently lift a minimum of 50 lbs and occasionally lift 100+ lbs. Must be able to physically bend, reach, kneel, stoop, lift, carry, push or pull up to seven bodies/caskets per day weighting up to 200 lbs. out of refrigerated storage at the mortuary and drive to the crematory several miles away. Must have a good driving record. Must constantly think about and comply with health and safety regulation.

Interested associates should apply to **Req.96772 Crematory Operator** through **My Careers in Workday**. Please see attached guide for instructions on the new internal application process.

Rose Hills is an Equal Opportunity Employer. The company's hiring procedures do not discriminate against any person on the basis of race, color, national origin, religion, ethnicity, age, sex, sexual-orientation, veteran's status or disability, or any other legally protected status.

Internal applications must be submitted by Friday, April 9, 2021.