

Job Title: Funeral Greeter

Job Type: Part-Time, Hourly

Location: Groff Funeral Homes and Crematory and Meadow Green Funeral Home and Cemetery

Job Summary:

Groff Family Services is seeking a part-time Funeral Greeter to join our team. The Funeral Greeter is responsible for greeting and directing funeral attendees, ensuring proper guest sign-in, and providing a comforting presence to grieving families and guests.

Responsibilities:

- Greet and welcome funeral attendees as they arrive at the funeral home
- Provide direction and guidance to guests to ensure a smooth and organized flow of traffic
- Confirm proper sign-in and guest registration for funerals and visitations
- Offer condolences to grieving families and guests and provide a comforting presence as needed
- Assist with general hospitality during and after visitations and funeral services
- Assist funeral directors and staff with any additional duties as needed

Requirements:

- High school diploma or equivalent
- Previous customer service experience preferred
- Compassionate and empathetic demeanor
- Excellent communication and interpersonal skills
- Ability to maintain a professional appearance and demeanor at all times
- Available to work flexible hours, including evenings and weekends

Physical Demands:

- Standing for extended periods of time
- Ability to lift up to 25 pounds including flowers, gifts and keepsakes for families

This is a part-time position with hourly compensation and flexible scheduling. If you are interested in this opportunity and meet the requirements, please submit your resume and cover letter.