



Job Title: Funeral Assistant

Job Category: Operations

Job Type: Regular

Time Type: Part-time, 20 hours per week

Location: Sterling, Virginia

Over the past four decades, the ADAMS has grown into one of the largest Muslim communities in the Washington, D.C. area. Today, we serve the areas of Sterling, Ashburn, Centerville, Chantilly, Gainesville, Great Falls, Herndon, Leesburg, McLean, and Reston, in northern Virginia. Our community continues to grow each year as more families join us.

Under the guidance of a seasoned funeral director, assists bereaved families in giving a last, dignified, and respectful goodbye to their loved ones. This role for a funeral assistant at ADAMS Center Funeral Home emphasizes the value of professionalism, empathy, and adherence to Islamic customs.

Key Responsibilities

Include, but not limited to:

- Working closely with clients and the deceased's family should come easily to you.
- As allowed by law and the policies of ADAMS Center Funeral Home, assists with the respectful preparation of the deceased's remains in accordance with Islamic customs, including shrouding and lifting the body.
- Answers phones, operates a fax machine, a computer, a multiline phone system, a debit/credit card machine, a typewriter, a postage meter, a scale, and a stereo/video system, among other office tasks.
- Assists the funeral director with submitting death certificates, permits, and other legal documentation, as well as basic office support.
- Operates funeral home vehicles to transport the decedent, families, and conduct services.
- Run errands to obtain the necessary licenses and/or certifications needed for services
- Ensure that the preparation space is kept sanitized, orderly, and clean.
- Funeral supplies should be cleaned, stored, and moved as needed for setup and cleanup following the funeral service.
- Assists in getting the deceased ready for viewing in line with Islamic traditions.

- Oversees and reports on the needs for supplies and equipment.
- In consultation with the funeral director of ADAMS Center Funeral Home, provide information to families about costs, protocols, and services that adhere to Islamic customs.

Requirements:

- GED or high school degree
- Capacity to lift at least 75 pounds
- A current driver's license with a clean driving record
- Able to work on the weekends, holidays and nights, and be available for calls
- Excellent communication skills and attention to details are required.
- Able to clear a background investigation
- Capable of operating extended limos or big capacity vehicles

Salary and Benefits

- Competitive salary, starting at \$25 per hour, based on experience and qualifications

How to Apply: Interested candidates should submit a resume to hr@adamscenter.org. Applications will be reviewed on a rolling basis until the position is filled.

Equal Opportunity Employer: We are an equal opportunity employer.