



# Part-Time Funeral Service Associate

Whelan Schwartz Funeral Home

444 North 9<sup>th</sup> Street

Reading, PA 19601

Pay to be discussed based upon experience - Part-time

## **Full job description:**

**Whelan Schwartz Funeral Home in Reading, Pennsylvania**, is seeking a part-time Funeral Service Assistant who feels a calling to support families during some of their most important and emotional moments. At Whelan Schwartz Funeral Home, we believe that every life deserves to be honored with dignity, compassion, and care. This position is more than just a job; it's an opportunity to make a quiet yet meaningful difference in the lives of others.

You will play an important role in helping families feel supported by:

- Answer phone calls professionally and respectfully.
- Prepare meaningful spaces for the funeral service with floral arrangements, photos, mementos, and tributes.
- Greet and comfort attendees with warmth, respect, and professionalism.
- Assist at wakes, memorial services, and funerals.
- Ensure that every detail is handled with dignity and care.
- Assist families making preliminary arrangements.
- Assist the funeral director with various aspects of the funeral service.

We're looking for someone who embodies:

- Compassion, empathy, and integrity
- Clear and kind communication
- A team-oriented spirit
- Steadiness, reliability, and a strong commitment to service

Requirements:

- High school diploma or equivalent
- Experience in customer service, light cleaning
- Valid driver's license
- Ability to lift 50 lbs. (23 kg) and stand for the majority of shift
- Must be bilingual (English and Spanish)
- Community involvement or willingness to participate in community activities and events

If you want to be part of a team that provides comfort, guidance, and a caring presence for families when they need it most. Interested applicants, please submit a resume. Due to the volume of applicants, we will only contact qualified applicants. Please do not contact the funeral home directly

Job Type: Part-time

Pay: Pay to be discussed based upon experience

Expected hours: 30 - 35 per week

Work Location: In person

**Interested candidates should email resume and information to Carolina M. Stanton at [carolina@whelanschwartz.com](mailto:carolina@whelanschwartz.com).**