



Cremations Specialist

Position Summary

Assures and completes professional, efficient, and compassionate services of the Kansas Humane Society Forever Family Cremations Program. Provides and models timely and courteous customer service with the ability to treat pets and their owners respectfully and sensitively at all times. Responsible for building and maintaining positive relationships with area veterinarians who provide their clients use of Forever Family services.

Job Responsibilities

Customer Service:

- Represent the Kansas Humane Society with a high degree of courtesy, compassion and professionalism to both internal and external customers.
- Support and promote continued growth of the agency by demonstrating commitment and support to a positive workplace culture.
- Display flexibility, openness and building of collaborative relationships within the agency as well as community wide.

Driver:

- Must be familiar with Wichita and the surrounding area and be insurable through the KHS auto insurance provider.
- Must have a current drivers license.

Operations:

- Ability to handle all emotional as well as physical aspects of working with deceased pets in the most respectful manner.
- Responsible for following scheduled activities and daily maintenance for the crematory and related equipment.
- Extremely detailed oriented with the ability to maintain required records and documentation.

Training:

- Participates in staff training and development opportunities as requested.
- Participates in special events, projects, and cross training programs as needed.

Resource Management:

- Utilize resources efficiently and effectively to assure smooth operation of the Forever Family Pet Cremation Program.
- Help plan and implement equipment maintenance and repairs. Anticipate needs for equipment repairs and supplies to complete the job effectively.

Qualifications

- High School Diploma or equivalent
- A background in caregiving or customer service
- Excellent written and verbal communication
- Ability to cope with physically and emotionally demanding work
- Respect for the human animal bond is a must!