



## MCA FUNERAL HOME

License # FD2206

<http://www.mcabayarea.org/funeral/>

1755 Catherine Street,

Santa Clara, CA 95050

Phone (408) 709-4586

Fax (408) 709 4052

[funeral@mcabayarea.org](mailto:funeral@mcabayarea.org)

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## Funeral Transport – MCA Funeral Home Employee

**Position:** Funeral Transporter

**Location:** MCA Funeral Home, Santa Clara, CA

**Supervisor:** Funeral Director, Funeral Coordinator or other manager as may be assigned

### Job Summary:

MCA Funeral Home is seeking a contractor as a Funeral Transporter position based in Santa Clara, California. The Funeral Transporter will be responsible for transporting remains to the Funeral Home and from Funeral Home to Burial Site.

### About us

Muslim Community Association of San Francisco Bay Area referred to as MCA is a member base Religious Non-Profit 501(c)(3) Organization with 2,000 members located primarily in South Bay. The primary services of MCA are Religious offerings and School. In addition there are multiple services offered e.g Medical, Legal, sports, fitness and Funeral. More Information can be obtained by visiting the website: <https://www.mcabayarea.org/>

### MCA Funeral Home

The MCA Funeral Home was established as a Licensed Funeral Facility to facilitate Islamic practices of funeral services and burials. On average the MCA funeral facility performs one funeral a week.

### Typical Funeral Procedure

- The family (authorized person) of deceased remains contacts MCA Funeral Home.
- The coordinator prepares the necessary paperwork to transport the body to the MCA funeral facility, obtain a burial permit and death certificate.
- The coordinator communicates with the Funeral Committee to arrange for Wash and rituals.
- The body is brought to the MCA funeral facility where family members and/or experienced volunteers perform the ritual washing.
- The ritual funeral prayer is performed.



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- After ensuring that Burial Permit is obtained the body is transported to the cemetery for burial typically after Salat ul Dhur ( 1:00 p)
- Death certificates are mailed to the family (authorized person).

### About the role:

- Transporting the body to the Funeral Home and from Funeral Home to Burial Site.
- Meet with families in formal dress code and work directly with them in coordination with the funeral coordinator on MCA's behalf, arrange for the transportation of the deceased to arrange funeral services.
- Arrange for the transportation of deceased from hospitals, coroner's office, residences and convalescent homes etc. during business hours and weekends (if necessary).
- Collect all required legal documents from Funeral Coordinator to allow for the transportation
- Deliver required documents for the burial from the Health Department and deliver to the appropriate funeral home following policies and procedures.
- Maintain cleanliness and preparedness of vehicles (hearses) and schedule maintenance and repairs (such as oil changes) as needed.
- Assist on funeral services to set up and assist with casket loading/unloading.
- Co-ordinate and inform the burial place to ensure that the required burial place is ready for the deceased.
- Arrange transportation of the deceased to the final resting place, assist in the burial process for the deceased. Participate in making dua for the deceased.
- Follow the process laid down by MCA on reporting monthly, quarterly and yearly.

### Training

- The position requires training from California Cemetery and Funeral Bureau for funeral arrangement.
- Additional training may be mandated for customer support roles.

### Compensation

- Contract would be initially for 3 months as probation and renewed on a year based on performance
- Payments for funeral transportation service would be based per trip.



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### About you

- Practicing Muslim with a good knowledge and understanding of the Islamic faith and funeral process and California funeral process in general;
- Must hold a valid California Driver's License.
- Excellent problem solver with native-level written and verbal communication skills.
- A people-person with the patience to walk the customers through every step of a process.
- You are a team player and know when to ask for help
- Ability to maintain strict confidentiality;
- professional temperament and appearance;
- ability to work and relate to a variety of personalities and cultures with diplomacy, friendliness and poise;
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### Schedule:

Flexible, depends on funeral needs.

### How to Apply:

You may apply submitting your resume and cover letter at [hr@mcabayarea.org](mailto:hr@mcabayarea.org)

MCA is an equal opportunity employer and values diversity. We do not discriminate on the basis of race, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.