



Job Title	Embalmer	Job Code	COM12
Pay Plan	USPS	Pay Grade	15
Union	Non-Union	FLSA Status	Non-Exempt
Job Family	College of Medicine	Union Code	0
		Subfamily	College of Medicine

## Job Family & Subfamily Summary

**College of Medicine Professionals** include positions that are specialized and unique to the UCF College of Medicine.

## Job Summary

Entails embalming and preparing cadavers for the Anatomical Board. Maintains a Florida Embalmers & Funeral Director's license. Maintains a clean and sterile environment supporting anatomy labs during preparation and implementation for medical curriculum modules, surgical courses, and student driven activities held in the lab and anatomy class.

## Representative Duties

### 1. Organized and Sterile Environment

- Responsible for the proper anatomical embalming technique of cadavers
- Responsible for the cleanliness and sanitization of the lab, prep rooms and specialized equipment
- Maintains organization and cleanliness in anatomy model room and ensures cleanliness of anatomy laboratory including cadaver tables, sink, floor lab tables, electric boxes, safety glasses, cadaver support blocks and roller lamps, stools. Cleans instruments and uses washer/sanitizing machine
- Assists with maintaining the operation of the laboratory, ensuring that it is well stocked and replenished daily and follow the safety rules to avoid accidents in the lab
- Assists placing small orders and receiving supply shipments and stocking supplies

### 2. Department Assistance

- Assists and supports the Anatomy Lab Director with: Receiving human donations, communicating with donors and families of donors by telephone communicating with Funeral homes, hospice organizations, nurses and all other interested parties related to donation questions
- Shares "on-call" duties with other laboratory staff
- Packs and ships cremains
- Assists with anatomical board mailings
- Assists with specimen/cadaver inventory
- Assists with Bioskills courses
- Assists on CT Scanning day of HB2 cadavers
- Maintains various manuals for laboratory

## Education, Experience, Skill Requirements

	Required	Preferred
<b>Education Level</b>	High School Diploma or Equivalent	Embalming School Certificate/Degree
<b>Certification(s)</b>		
<b>Licensure(s)</b>	Florida Embalmer's License	
<b>Work Experience</b>		
4+ years of relevant work experience		
<b>Additional Requirements</b>		
<ul style="list-style-type: none"> <li>• Medical School/Anatomical embalming experience preferred</li> <li>• Additional training to include, but not limited to: HIPPA; Industry Relations; OSHA Bloodborne Pathogens; Bloodborne Pathogens Awareness; Biological Safety Orientation; Laboratory Safety Orientation; COM Code of Ethics and Conduct</li> </ul>		

## Physical/Environmental Demands

- Outside of a standard office environment with specific physical demands related to heavy lifting of cadavers and equipment
- Ability to work in outdoor weather conditions
- No difficulties with:
 

<ul style="list-style-type: none"> <li>○ Grasping</li> <li>○ Hearing</li> <li>○ Listening</li> <li>○ Kneeling</li> <li>○ Squatting</li> <li>○ Lifting over 50 pounds</li> <li>○ Pulling</li> <li>○ Pushing</li> <li>○ Reaching overhead</li> <li>○ Balancing</li> <li>○ Repetitive hand motion</li> <li>○ Sitting Standing</li> <li>○ Stooping</li> <li>○ Talking</li> </ul>	<ul style="list-style-type: none"> <li>○ Visual acuity to operate machinery, motor vehicles or heavy equipment</li> <li>○ Walking</li> <li>○ Writing</li> <li>○ Bending</li> <li>○ Climbing stairs</li> <li>○ Close visual acuity (visual inspection of small defects, small parts, and/or operation of machines; using measuring devices; assembling parts at distances close to the eyes)</li> <li>○ Color distinction vision</li> <li>○ Crawling</li> <li>○ Crouching</li> <li>○ Feeling (perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin)</li> </ul>
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This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.