UNIVERSITY OF SOUTHERN CALIFORNIA

Embalmer

Job Code: 187007

Grade: HD
OT Eligible: Yes
Comp Approval: 4/20/2004

JOB SUMMARY:
Functions as curator of anatomical teaching museum and as manager of the gross anatomy laboratories. Works independently, with faculty review.

JOB ACCOUNTABILITIES:

* Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

<table>
<thead>
<tr>
<th>% TIME</th>
<th>E/M/NA</th>
<th>JOB ACCOUNTABILITY</th>
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</thead>
<tbody>
<tr>
<td>______</td>
<td>______</td>
<td>Works with faculty to establish and maintain an Anatomical Teaching Museum. As museum curator, prepares displays, prosections, models, cross-sections, etc.</td>
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<td>______</td>
<td>______</td>
<td>Embalms, applies preservative wrappings and stores bodies received in the Anatomical Gift Program. Distributes cadavers to teaching laboratories and to the affiliated institutions. Ensures appropriate disposition of bodies after use.</td>
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<td>______</td>
<td>______</td>
<td>Maintains complete and accurate records of receipt, distribution, storage location, and final disposition of the cadavers and specially dissected specimens.</td>
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<td>______</td>
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<td>Repairs skeletons and teaching aids. Prepares cadavers and skulls for classroom use. Uses stryker saw and band saw, as needed.</td>
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<tr>
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<td>______</td>
<td>Assists faculty with gross anatomy, surgical anatomy and special courses which use the gross anatomy laboratory and its facilities.</td>
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<td>______</td>
<td>Keeps gross anatomy laboratories, morgue, locker-room and adjacent storage areas clean, orderly and ready for use. Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.</td>
</tr>
</tbody>
</table>

EMERGENCY RESPONSE/RECOVERY:

Essential: ☐ No  ☑ Yes  
In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee’s department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education: Bachelor's Degree
Minimum Experience:
2 Years

Minimum Field of Expertise:
BS, biological sciences. Must have successfully completed a course of instruction of not less than one academic year in an embalming school approved by the Cemetery and Funeral Bureau and accredited by the American Board of Funeral Service Education. Must have completed at least two years of apprenticeship in a licensed California funeral establishment under the supervision of a licensed embalmer. Valid California driver's license. Ability to relate effectively to students.

Preferred Field of Expertise:
Teaching experience at university level.

Skills: Laboratory:
Basic Laboratory Safety Techniques
Blood Borne Pathogen Safety Precautions
General Laboratory Techniques
Maintenance of Lab Notebook

Skills: Machine:
Computer Network (Department or School)
Computer Peripheral Equipment
Personal Computer
Word Processor

Skills: Specialized Equipment:
Embalmimg equipment

Supervises: Level:
May oversee student, temporary and/or casual workers.

SIGNATURES:
Employee: ___________________________ Date:________________________
Supervisor: ___________________________ Date:________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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