

St. Anthony Cemetery
Cemetery Sexton

NAME:

DATE:

JOB TITLE: *Cemetery Sexton*

SUPERVISOR: *Pastor/Parochial Administrator*

STATUS: *Part Time, Non-Exempt, Hourly*

I. GENERAL DESCRIPTION

- *Schedule the opening/closing of graves for interments and the opening/closing of Columbarium niches for inurnments at St. Anthony Cemetery in Auburn*
- *Coordinate with contractor(s) regarding work completion in regards to scheduled services, interments and inurnments*
- *Use sound judgment in carrying out routine duties and responsibilities of the cemetery*
- *Report directly to the Pastor/Parochial Administrator*
- *Responsible for the general care of the cemetery which includes, but is not limited to: fall/spring cleanup, mowing the cemetery, trimming around the headstones and monuments, installation of monument foundations, assisting the parish office in the selling of graves and niches*

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

- *Conduct cemetery business, e.g. burials, only with the direct knowledge/involvement of Parish Staff and/or Pastor/Parochial Administrator*
- *Prepare, when needed, safe, well-constructed graves of varying size according to location and requirements*
- *Restore Cemetery grounds—immediately after burial and upon the termination of any accompanying ceremonies—including, but not limited to, raking of loose dirt, replacement of sod, and reseeding of grass*
- *Open and close graves in such a manner as to not disturb/damage neighboring spaces*
- *Show at all times respect for the dignity of the deceased and attendees and for the physical surroundings*
- *Aid the parish office in keeping diligent records of those interred and inurned in the Cemetery, as well as details of the number of spaces and niches, who is the owner of each, and details about the interred or inurned person*
- *Aid the parish office to maintain and update the maps of the Cemetery, including the layout of the spaces and niches*
- *Respond promptly and courteously to problems and concerns. Contact the chairperson of the Cemetery Committee if unable to resolve issues*
- *Be the contact person between the parish and families of the deceased*
- *Place flags on veterans graves for Memorial Day*

**St. Anthony Cemetery
Cemetery Sexton**

III. WORKING CONDITIONS

- *Work is performed primarily in an outdoor setting. Employee is required to be exposed to various weather conditions.*
- *While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, hear and use repetitive motion of the hands/wrists and feet and lift or move heavy objects.*
- *Regular, reliable availability is required.*

IV. QUALIFICATIONS & SKILLS

- *Understanding of communications and the Catholic perspective with the ability to serve others.*
- *Ability to work with others in a collaborative team and maintain discretion and confidentiality.*
- *Abilities to self-start, multi-task and prioritize projects.*
- *Able to work independently without a supervisor present*
- *Ability, previously demonstrated, to communicate effectively with a community of diverse parishioners*
- *Must attend Diocesan VIRTUS training and complete monthly training bulletins*
- *Must undergo Criminal Background Check*

JOB DESCRIPTION REVIEW AND ACCEPTANCE:

I understand this job description and its requirements. I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned. I understand the job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

SIGNATURES

- *Supervisor's to indicate assignment of duties, line of supervision*
- *Employee's, after hire, to indicate acceptance of duties and supervision*

Employee: _____ Date: _____

Supervisor: _____ Date: _____