

JOB DESCRIPTION: Cemetery Maintenance

REPORTS TO: Administrator

CLASSIFICATION: Salaried
Fixed Monthly Sum – May to October

Purpose Statement: To maintain the cemetery property in a manner that provides a welcoming and peaceful place for loved ones to come. We must recognize and understand their need to know their loved ones final resting place is well maintained.

Position Summary: This position's primary responsibility is for maintaining the overall grounds and look of the cemetery which includes general mowing, trimming, and upkeep of gravesites.

Spiritual Life and Self Care: Attend to your spiritual life and personal needs in a way that fosters wholeness and vitality in ministry.

Primary Responsibilities, Duties, and Performance Indicators:

- Mow and trim grass as needed, evenly and continually. It is understood that mowing the entire grounds cannot be completed in one day. It should be completed in no longer than three days from start to finish-weather permitting
- Observe regular lawn mower maintenance schedule according to manufacturer's specifications
- Make sure that necessary supplies are available for use (i.e. oil, gasoline, weed eater, etc.
- Check grounds three to four times a week (minimum); water faucets are off, garbage is picked up, any unsightly objects removed and vandalism repaired or cleaned up. Report to authorities if necessary.
- Level new graves and place black dirt as needed
- Trim bushes and shrubs as necessary, secure service for tree trimming with church approval when needed
- If the weather is dry and mowing is at a minimum, perform upkeep maintenance on gravesites that have markers below ground level, grass grown over slabs and markers
- In fall, place winter marking lath before snowfall
- Maintain good communication with Cemetery Overseer and Administrator
- Attend annual Cemetery Committee meeting

Background, Skills, and Qualifications: Along with knowledge of basic lawn maintenance, this person must have the abilities to:

- Be understanding, patient, and supportive with families and loved ones of decedent
- Lift up to 70 pounds
- Mechanically inclined to provide routine maintenance of equipment
- Understand and carry out oral and written directions
- Meet the public tactfully and courteously

- Communicate and work positively and effectively with volunteers and church members
- Maintain cooperative and effective working relationships and be willing to be a collaborative partner on a staff team
- Handle emergencies as they arise
- Maintain confidentiality in all matters
- Function independently and use good judgment in decision making related to duties
- Adjust working hours to accommodate workload as needed

Authority and Freedom to Act: This person has the authority to make decisions regarding maintenance and repair of the cemetery equipment within the expense policies and budget guidelines as approved by the congregation annually.

. Large purchases will be brought before the Cemetery Committee for discussion and approval. They also have the freedom to deal with issues that arise with visitors at the cemetery.

Accountability: This position is responsible to the Administrator. This position will be reviewed annually in June.

Support: Support for this position will be provided by the Administrator and Cemetery overseer and all co-workers on our staff. The Cemetery Committee will also be a resource for this person.

Compensation and Benefits: To be determined at the time of hiring and placed in the employee's personnel file. Compensation and benefits will be reviewed during the annual review and any changes noted in writing and placed in the employee's personnel file. The Employee Handbook serves as a resource to all lay professional employees.

This job description indicates the general nature and level of work expected of the employee. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, who may be asked to perform other duties as required.