

JOB TITLE: Cemetery Groundskeeper
REPORTS TO: Facilities Manager
STATUS: Part Time/Seasonal
HOURS PER WEEK: 8-12 hours



St. John
THE Baptist
CATHOLIC PARISH

POSITION SUMMARY: Under the direction of the Facilities Manager, participates in the overall upkeep and maintenance of the cemetery grounds.

KEY DUTIES AND RESPONSIBILITIES

Cemetery (April – November)

- Perform or oversee the interments/entombments/inurnments as necessary.
- Operate and maintain all equipment related to cemetery services.
- Install, repair, replace foundations for monuments and markers.
- Assist with upkeep of cemetery grounds utilizing push mower, riding mower, string weeding, leaf blowing, planting, etc.
- Assist with snow removal (i.e., plows, shoveling and salting).
- Inspect and diagnose problems and figure out the best way to correct them.
- Use common hand and power tools such as screwdrivers, saws, drills, wrenches, and hammers.
- Back up for school/parish custodian as necessary.
- Additional duties as assigned.

REQUIREMENTS

- Must be 21 years of age or older.
- Must be a practicing Catholic and have a strong faith commitment, dedicated to the Gospel values and living a life of prayer and service.
- Ability to communicate with colleagues; customer families; vendors and suppliers; funeral home directors; clergy and other parish personnel.
- Must possess a valid WI driver's license.
- Must be able to operate heavy equipment (i.e. tractor, backhoe, lawnmower).
- Proficient mechanical skills.
- Experience running skid steer backhoe tractor preferred but not required.
- Ability to follow directions and complete assigned tasks independently.
- Must conduct oneself in a tactful and professional manner and respect confidentiality.
- Flexible Schedule.
- Able to lift up to 40lbs.
- Ability to spend extended time on their feet.
- Ability to squat and crouch to complete burial process.

Signed

Date

(March 2022)