

**St. Gabriel Parish of Auburn
Job Description**

TITLE: Cemetery Sexton **Date:** April 2024
SUPERVISOR: Pastor/Parochial Administrator
STATUS: Part-Time 2, Non-Exempt, Hourly *(Based on up to 19 hours per week)*

GENERAL DESCRIPTION

The Cemetery Sexton is required to schedule the opening/closing of graves for interments and the opening/closing of Columbarium niches for inurnments at St. Anthony Cemetery in Auburn; coordinates with contractor(s) regarding work completion in regard to scheduled services, interments and inurnments; uses sound judgment in carrying out routine duties and responsibilities of the cemetery; 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 selling graves and niches.

ESSENTIAL DUTIES & 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 loose dirt, replacing sod and reseeding 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

ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS

- Position reports to the Pastor/Parochial Administrator
- Maintain professional work relationships with parish staff and volunteers

QUALIFICATIONS & SKILLS

Education: High School degree or equivalent required.

Experience: Prior experience as a cemetery sexton is preferred.

Job Related Skills: Understanding of the Catholic perspective with the ability to serve others; ability to self-start, multi-task and prioritize projects; ability to work independently

without supervision; ability, previously demonstrated, to communicate effectively with a community of diverse parishioners.

Interpersonal Skills: Ability to work with others in a collaborative team environment; ability to maintain discretion, confidentiality, and high standards of honest and ethical behavior.

Language Skills: Ability to read and comprehend simple instructions, write short correspondence and memos. Ability to effectively communicate with business partners/agents, parishioners and staff.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

WORKING CONDITIONS

- **Hours of Work:** Typical work schedule is during normal business hours; evening and weekend availability as needed.
- **Nature of Work:** 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 weighing up to 60 lbs.
- Valid Driver's License is required.
- Regular, reliable attendance is required.

ADDITIONAL REQUIREMENTS

- Attend the Diocese of Saginaw Safe Environment training for new hire employees within the first 30 days of hire.
- Successful completion of criminal background check; pre-employment physical and drug screening may also be required.
- Must be an individual who possesses a basic understanding of the teaching and traditions of the Roman Catholic Church and has a sound working knowledge of the Catholic faith and Church hierarchy.

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 signature indicates assignment of duties, line of supervision*
- *Employee's signature, after hire, indicates acceptance of duties and supervision*

Employee: _____

Date: _____

Supervisor: _____

Date: _____