

**Position Description
St. Mary's Cemetery
Northampton, MA
Full Time**

Posted 2/16/24

Call Roy Chapman, Foreman, at 413-584-3257 to apply

Position: GROUNDS EMPLOYEE	Primary Contacts: Office Staff, funeral directors, pre-need and at-need customers	Effective Date:
Classification: Non-Exempt Work Schedule: Full Time Benefits Eligible	Reports to: Foreman and Pastor	Level: Laborer

Overview:

This position has the responsibility of handling the preparation and maintenance of cemetery plots and property. The Grounds Employee is responsible for working with funeral homes to arrange burial services, office staff and family members to maintain a smooth workflow with regard to burial services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Preparation of burial plots for burial service
- Collaboration with funeral homes on burials
- Work with family members of deceased
- Show customers inventory
- Installation of flat markers upon approval
- Work with office staff
- Implement complaint resolution
- Enforcement of Rules & Regulations
- Manual Labor
- Maintenance of cemetery equipment

KNOWLEDGE, SKILLS AND ABILITIES needed to successfully perform the essential duties and responsibilities of this position include:

- High School diploma preferable
- Ability to handle landscaping equipment
- Must have valid driver's license
- Experience working independently, with minimal supervision
- Ability to work as a team member and with the public

PHYSICAL DEMANDS

This position requires normal physical activity for a laborer position.

WORK ENVIRONMENT

This position requires the employee to work in an outdoors environment during all seasons of the year. Use of heavy equipment is a function of this position.

DISCLAIMER

This job description indicates in general terms, the type and level of work performed as well as the typical responsibilities of employees in this classification. The duties described are not to be interpreted as being all-inclusive to any specific employee. Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Nothing in this position description changes the at-will employment relationship existing between the Company and its employees.

EMPLOYEE SIGNATURE BOX

_____ Employee Signature	____/____/____ Date	_____ Emp. Number
_____ Employee Name (Please Print)		