

SACRED HEART PARISH

PERSONNEL POLICIES – JOB DESCRIPTIONS

Position Title: Cemetery Groundskeeper

FLSA: Non-Exempt

Position Summary: This position is responsible for ensuring the grounds in the Sacred Heart cemetery are maintained, attractive, and orderly.

Working Relationships: This position reports directly to the Pastor. No supervisory responsibilities are required.

Working Conditions: This is a part-time, seasonal position available mainly in the spring, summer, and fall months. The hours are flexible, but consistent attention must be given so that the cemetery is always well-maintained and attractive. Work is performed outdoors in various weather conditions.

Principle Activities:

1. Maintains all parish-owned cemetery grounds performing functions such as:
 - a. Lawn mowing regularly (as growth warrants)
 - b. Pruning trees and cemetery shrubs
 - c. Raking and mulching leaves
 - d. String trimming around tombstones, trees
 - e. Removing debris from graves
 - f. Picking up dead limbs, trash, etc., and keeping grounds clean and free of all litter
2. Performs minimum maintenance (adding gas, changing string line on trimmer) and makes light repairs to hand and power equipment tools used in groundskeeping duties. Reports any significant equipment maintenance issues to the parish Maintenance Person.
3. Cleans equipment after use as instructed.
4. Reports any problems, issues, safety concerns, or questions that cannot be resolved to the parish office.

NOTE: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Qualifications & Requirements:

1. Must possess necessary groundskeeping skills and knowledge, i.e., including, but not limited to the ability to operate and maintain a push or riding lawn mower, edger, blower, spreader, trimmer, rakes, and shovels.
2. Must be competent in controlling operations of equipment. Hands-on experience with lawn and garden equipment is required.
3. Must possess mechanical ability for minimum maintenance of equipment used in cemetery groundskeeping.
4. Ability to exercise discretion and work independently to complete activities.
5. Work must be performed in a timely and consistent manner to ensure grounds are attractively maintained.
6. Physical requirements include occasional lifting to 50 lbs. and sitting and walking for long periods. Must have the ability to climb, stoop, and bend. Will be exposed to various outdoor weather conditions.

Approved

Date