

JOB POSTING: CEMETERY SEXTON

Queen Of Peace Cemetery, Antigo, is accepting applicants for the position of Cemetery Sexton

Cemetery Sexton: Coordinates and oversees the daily operation and maintenance of the Queen of Peace Cemetery facilities. A list of duties is attached to this document or available by emailing: QoP@antigoareacatholicchurches.com

Work Hours: This position requires a flexible schedule, with an estimated time commitment of approximately 520 hours per year.

Wage: \$25.00/hour

Mail or deliver resume including any relevant skills and experience to Rev. Joel Sember, 415 6th Avenue, Antigo, WI 54409; or email to QoP@antigoareacatholicchurches.com

QUEEN OF PEACE CEMETERY ASSOCIATION CEMETERY SEXTON DUTIES AND FUNCTIONS

- Report directly to the Queen of Peace Cemetery Board on a monthly basis.
- Have knowledge of cemetery policies and procedures. Comply with established cemetery guidelines, policies, and burial times. Be professional in manner and appearance.
- Coordinate cemetery management with funeral services.
- Locate and flag graves that need to be opened.
- Locate and prepare the mausoleum crypt/columbaria niche for entombment. Be responsible for interment in the mausoleum or columbarium. Install the crypt plate following entombment.
- Oversee the installation and setting of markers and monuments
- Maintain cemetery equipment.
- Supervise (oversee) the maintenance of the cemetery, even if an outside contractor is contracted to do the work.
- Liaison with routine contract maintenance and supply companies regarding safety, pest control, snow plowing, road maintenance, and overall appearance of the cemetery.
- Perform routine maintenance of the mausoleum, columbaria, and Via Matris section of the cemetery.
- Disposal of rubbish (summer).
- Coordinate with city of Antigo to blow out water lines (fall).
- Remove dead and artificial flowers, containers, plastic keepsakes and the like from graves (fall).
- Stake cemetery (prior to winter).
- Coordinate all disinterments and/or transfers with the funeral directors.
- Assist in the sale of grave, mausoleum, and columbarium spaces.
- Enter pertaining information into appropriate site records.
- Coordinate and forward information to the administrative office.
- In times of absence, Sexton is responsible to make sure grave opening and closing duties are covered.
- Hold a valid Wisconsin driver's license.
- Physical strength and agility to perform required sexton duties.
- Cremation burials are facilitated by the sexton.
- Computer knowledge a plus.