

Alvinston Cemetery Caretaker

The Cemetery Caretaker is responsible for maintaining the cleanliness and upkeep of cemetery grounds, ensuring that gravesites, paths, and structures are properly cared for. This position includes routine maintenance, assisting with burials, and providing excellent customer service to families and visitors.

Key Responsibilities:

1. Grounds Maintenance:

- Mow, trim, and water the grass on cemetery grounds.
- Maintain flower beds, shrubs, trees, and other landscaping.
- Remove weeds, debris, and trash from the grounds to ensure cleanliness and safety.
- Maintain laneways.
- Ensure that headstones and grave markers are properly aligned and in good condition.

2. Burial Assistance:

- Assist with preparing graves for burials by digging, setting up equipment, and ensuring proper placement of caskets.
- Be onsite for funerals and fill in grave after everyone has left.
- Ensure gravesites are appropriately marked before delivery of monuments.

3. Equipment Maintenance:

- Operate and maintain lawnmowers, trimmers, and other groundskeeping equipment.
- Perform regular maintenance on equipment to ensure safe and efficient operation.

4. Customer Service:

- Interact with families and visitors in a respectful and professional manner.
- Answer inquiries related to cemetery services, including burials and plots.
- Assist in locating burial sites or verifying records for family members.

5. Safety and Compliance:

- Ensure the cemetery complies with local laws, regulations, and policies.
- Maintain a safe environment for visitors and workers by following all safety procedures.

6. Additional Duties:

- Assist in the installation of markers, plaques, and memorials.
- Handle seasonal tasks, such as leaf removal in the fall and snow removal in the winter.

Qualifications:

- High school diploma or equivalent (preferred).
- Previous experience in landscaping, groundskeeping, or a related field (preferred).
- Ability to operate and maintain lawn care equipment, machinery, and tools.
- Physical stamina and the ability to lift heavy objects.
- Strong attention to detail and ability to work independently.
- Excellent interpersonal and communication skills especially when dealing with grieving families.

Working Conditions:

- Outdoor work in various weather conditions.
- May be required to work on Saturday, holidays, or evenings depending on burial schedules.
- Physical demands include lifting, bending, and prolonged periods of walking and standing.

Compensation: Hourly rate plus extra remuneration for Saturday burials. Hours required will vary with season and number of burials.