



CATHOLIC CEMETERIES of the Roman Catholic Diocese of Rockville Centre, Inc.

POSITION TITLE: **Cemetery Seasonal Staff – Apr-Oct**

HOURS PER WEEK: **(4 days / 7 hrs per day)**

WORK LOCATION: **Cemetery of the Holy Rood (Westbury) or
Holy Sepulchre Cemetery (Coram)**

REPORTS TO: **Field Operations Supervisor**

Responsibilities:

The **Cemetery Seasonal Staff**, reporting directly to the Cemetery Field Staff Supervisor, is the first tier hands-on employee for carrying out all necessary duties required for burial of the dead, maintaining cemetery properties, and any other reasonable task assigned.

Minimum Qualification Requirements:

This position requires physical ability to lift up to fifty pounds, required to see, hear, speak and communicate with staff, customers and management personnel. This position frequently requires the incumbent to stand/walk for extended periods of time as well as operate hand power tools and other cemetery equipment after receiving sufficient training. These tasks are exercised in the outdoors and therefore be exposed to various weather conditions (Cold, heat, rain, snow, etc.) A high school diploma or equivalency is welcomed as the employee will be expected to satisfactory read and understand instructions, safety, rules and regulations, job performance expectations, for all field practices.

In addition, the Catholic Church teaches that cemeteries are sacred places, an environment of prayer, serenity and comfort. Cemetery Field Staff are not required to have knowledge of Catholic Doctrine but all workers are required to understand, accept and respect those who come to our cemeteries each day as an expression of their faith.

Primary Duties

- General landscaping, including planting and maintaining floral and shrubs beds around the cemetery grounds.
- Remove litter and other debris from lawn areas, walkways, fence lines, roadways, and perimeter exterior areas and dispose of in refuse containers.
- Assist with concrete work for foundations, and walkway repairs.
- Assist parish staff as requested by supervisor. This includes similar work at other sites.
- Ability to work well with others as part of a team and working alone without direct supervision.
- Ability to understand and follow oral and/or written procedures & instructions.