WATERSMEET TOWNSHIP

P.O. Box 306 | N4689 1st Street | Watersmeet, MI 49969 | 906-358-4501

Cemetery Sexton

Job Description

Generally: A Cemetery Sexton, also known as a caretaker, manages a cemetery's administrative and maintenance functions, including maintaining records, coordinating burials, and ensuring the grounds are well-maintained. This is a part-time position.

Key Responsibilities:

- **Administrative Duties:**
  - Maintaining accurate records of burials, including names, dates, and plot locations.
  - Managing plot sales and related paperwork.
  - Handling burial permits and fees.
  - Coordinating with funeral homes and families regarding burials.
  - Providing information to the public about services and fees.
  - Maintaining cemetery maps and records.
  - Assisting grieving families.
- **Maintenance Duties:**
  - Supervising and participating in the opening and closing of graves.
  - Ensuring the cemetery is clean, tidy, and well-maintained.
- **Other Duties:**
  - Supervising maintenance and seasonal employees.
  - Monitoring the work of contractors.
  - Preparing budget estimates.
  - Responding to inquiries from the public.
  - Ensuring consistent coordination and processing of plot purchase requests, plot deed formation and processing.
  - Facilitating cemetery plot sales by providing onsite field location of plots.
  - Preparing & restoring plots for cremation burials.

Compensation:

- Monthly stipend: $200/month paid year-round.

Subject to a criminal background check prior to employment.

Watersmeet Township is an Equal Opportunity Employer (EOE). In compliance with the Americans with Disabilities Act (ADA), the Township will provide reasonable accommodations to qualified individuals with disabilities.

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