

## **Job description**

Cemetery Services Worker/ Supervisor – Calvary Cemetery Springfield, Ohio

Calvary Cemetery is seeking a full-time Cemetery Worker to perform responsible semi-skilled work in the repair, maintenance, and care of its grounds, landscape and related structures.

### **Duties of this position may include:**

1. Preparation of gravesites for interments and assistance in loading/unloading caskets.
2. Repair of graves that have settled.
3. May include operation of mowing and trimming equipment used in the care and maintenance of the cemetery.
4. Setting of markers to be placed on each grave.
5. Removal of unsightly flowers and related items from cemetery grounds as directed.
6. Working safely in compliance with the Cemetery's operating procedures, including proper use of protective equipment.
7. Effectively working with others to accomplish tasks.
8. Demonstration of respect and sensitivity toward visiting families, while working in a physically demanding environment.
9. Additional tasks as assigned.

### **Qualifications:**

1. A high school diploma or the equivalent is required.
2. Must have a valid Ohio Driver's License with an acceptable driving history.
3. Cemetery work experience is a plus.
4. Must be able to operate light duty, motorized equipment.
5. Must be able to perform manual labor for extended periods, often under unfavorable weather conditions.
6. Must be able to work as a team member.
7. Must have the ability to communicate effectively with fellow employees and visiting families.

**Additional Requirements:**

1. Must be able to pass a background check/drug test.
2. Must be able to stay compliant with the Archdiocesan administered protection policy.
3. Periodic overtime and/or routine weekend work required.
4. Must have a valid driver's license, required insurance coverage, and be willing to periodically use one's personal automobile for local travel (mileage reimbursed).

Employment is contingent on successful completion of all background checks, drug tests, and the Archdiocese of Cincinnati protection policy requirements.

**Benefits Offered:**

1. Paid time off
2. Health Insurance
3. Dental Insurance
4. Healthcare spending or reimbursement accounts such as HSAs or FSAs / Other types of insurance
5. Retirement benefits or accounts
6. Employee discounts
7. Parental Leave
8. Education Assistance or Tuition Reimbursement

**Send resume to the following:**

Jeff Calvert, Superintendent

Gate of Heaven Cemetery and Calvary Cemetery

[jcalvert@gateofheaven.org](mailto:jcalvert@gateofheaven.org)

Stan Spitler, General Manager

[sspitler@calvaryspringfieldoh.org](mailto:sspitler@calvaryspringfieldoh.org)

**Job Type:** Full-time

**Salary:** TBD

**Benefits:**

401(k)

Dental insurance

Employee discount

Flexible spending account

Health insurance

Life insurance

Paid time off

Parental leave

Retirement plan

Tuition reimbursement

Vision insurance

**Schedule:**

8-hour shift, Monday to Friday, Weekend availability

**Education:**

High school or equivalent (Required)

**License/Certification:**

Driver's License (Required)