

Sexton Job Description & Duties

Maintenance

- Opening and closing graves
- Leveling gravesite and replacing sod if possible
- Leveling old gravesites that have settled
- Cutting the grass and trimming around stones and markers
- Maintaining mower and other cemetery equipment
- General cemetery building maintenance
- Overseeing the spring cleanup which is done by a contractor
- Removing dead flowers from new graves
- Removing grave decorations in the fall (artificial flowers, pots, etc.)
- General clean up, including removal of fallen tree limbs and brush
- Snow removal for access to storage building during winter (not the road, its done by the road commission)

Administrative Jobs

- Show available gravesites to family
- Mark gravesites for burials
- Lot sales and assistance in locating sites
- Burial rights certificates sold (deed), recorded and filed. Timely deposits to Treasurer
- Keep lot maps current
- Attend monthly township meeting

A condition of employment is access to a backhoe and a dump trailer. The Sexton will need this equipment to open and close lots for burial and haul away excess soil/rocks/debris from the premises.