

JOB DESCRIPTION

Diocese of Orange, Catholic Cemeteries

Date Prepared:

Date Issued:

Date Revised:

Approved By: Mike Wesner

Approved By:

POSITION TITLE: Assistant Cemetery Manager

FLSA STATUS: Exempt

DEPARTMENT/PROGRAM: Cemeteries

REPORTS TO: Cemetery Manager

SUPERVISORY RESPONSIBILITY: Support Staff, Grounds Supervisor, Assistant Grounds Supervisor, Grounds Workers, and Family Services Counselors

INTERNAL/EXTERNAL CONTACTS: Bishops, Pastoral Center Staff, Pastors, Parish Priests, Visitors, Mortuary/Funeral Home staff, Vendors, Community

PRIMARY PURPOSE: Responsible for assisting Cemetery Manager in overseeing the operation of a Catholic cemetery or multiple cemeteries. Assist in managing, coordinating and directing the activities of all workers engaged in the ministry of Christian burial, including maintenance of cemetery grounds, assisting families making burial arrangements, sales, accounting, and all related general office work.

QUALIFICATIONS & EXPERIENCE:

REQUIRED:

- Ability and willingness to learn and understand State Cemetery Law and Canon Law as it pertains to Christian Burial;
- Ability and willingness to learn and understand cemeteries' Rules & Regulations, and Policies & Procedures;
- Previous management and administrative experience;
- Possess a valid California Driver's License.

DESIRED:

- Minimum five years cemetery experience in a management position.
- Bi-lingual (English/Spanish).
- Continuing education in management courses.
- Knowledge of landscape and turf maintenance.
- 4-year degree in applicable studies

EQUIPMENT OPERATED: Computer, Copier/Scanner/Fax, Telephone, Calculator, Passenger Vehicles.

ESSENTIAL FUNCTIONS:

1. The Assistant Cemetery Manager represents the Roman Catholic Church and is expected to conduct him/herself according to the goals and mission of the Church.
2. Has responsibility to ensure accuracy of interments, entombments, dis-interments and re-internments.
3. Supervise directly or indirectly entire cemetery staff.
4. Assist families in pre-need and at-need cemetery arrangements as needed.
5. Answer questions, respond and resolve complaints from families. Address and resolve complaints in a timely manner or refer to Director of Cemeteries if necessary.
6. Process and monitor contracts to ensure accuracy.
7. Check others' work for accuracy, timeliness and completeness.
8. Oversee and ensure accurate postings to cemetery software and accounting systems.
9. Supervise the maintenance schedule for all equipment.
10. Advise Cemetery Manager when additional development and equipment are needed.
11. Supervise preparation of daily bank deposit and reconcile petty cash.
12. Assists in monitoring department purchases and operate within budget parameters.
13. Reviews invoices for accuracy, prepare timely Check Requests in accordance with accounting procedures.
14. Supervises the preparation of monthly financial and operational reports, fiscal year end reports.
15. Assist Cemetery Manager in preparation of annual budget.

16. Respond to emergency calls from such places as the police department, fire department and alarm company.
17. Prepare Employers' Report of Industrial Injury forms in case of employee injury and ensures timely mailing to Worker's Compensation carrier. Also train staff in these procedures. Prepare accident-reporting forms for property or liability incidents.
18. Responsible for on-going Injury and Illness Loss Prevention Program Implementation and compliance.
19. Supervise the preparation of daily work schedules, including days off, vacation and holiday coverage. Check timecards/sheets for accuracy prior to submittal to payroll department.
20. Make recommendations concerning transfers, promotions, salary increases and terminations.
21. Assists in conducting yearly employee appraisals and counsel employees on job related issues as needed.
22. Maintain confidential personnel files.
23. May assist priests during graveside services.
24. May direct funeral procession to proper location.
25. Perform other work related tasks.