



LAKWOOD

CEMETERY · CREMATION · COMMEMORATION

POSITION DESCRIPTION

Job Title: Part-time Crematory Operator
FLSA: Non-exempt
Reports To: Director of Buildings and Grounds

ORGANIZATION BACKGROUND

Lakewood is a serene haven in the heart of Minneapolis's renowned Chain of Lakes — a place to come together to honor, remember and reflect. Since 1871, Lakewood's 250 acres of urban memorial parkland have served as a community gathering place and a chronicle of our region's traditions, cultures and people.

As a nonprofit organization governed by a board of trustees, Lakewood honors its roots as a landmark cemetery while reimagining its role in modern life, through thoughtfully designed events, experiences and spaces. Our vision is to make memorialization more relevant, accessible and inviting for multiple audiences and generations. Learn more at www.lakewoodcemetery.org.

POSITION DESCRIPTION

The **Crematory Operator** role ensures that remains entrusted to Lakewood for cremation are properly received, processed, and returned to the family and/or funeral director — all with the utmost care and respect and while adhering to the highest professional and regulatory standards in the industry.

WORK SCHEDULE

This is a part-time position that will include weekends, evenings and holidays. A Saturday rotation is required once fully trained.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Care for deceased in a respectful manner while performing all the tasks involved in the cremation process
- Receive remains and ensure all documentation is complete
- Complete all required documentation with respect to cremation process and equipment maintenance
- Strict adherence to all professional, municipal, state and federal licensing authority regulations applicable to the cremation of human remains
- Promote a safe work environment by being aware of and practicing universal precautions and adopting general principles of safe conduct
- Maintain the crematory, equipment and adjacent facilities
- Operate equipment in a safe and careful manner
- Comply with OSHA and EPA guidelines concerning storage and use of chemical substances
- Communicate in a timely and effective manner with manager and other Lakewood team members

MINIMUM QUALIFICATIONS

- High school diploma or equivalent; completion of a diploma training program at a college or technical school specializing in funeral service or mortuary science is helpful, but not required
- Certification through CANA, ICCFA or another recognized program is helpful, but not required
- Ability to demonstrate compassion and integrity and to show respect and sensitivity toward client families
- Safe driving record and valid current driver's license
- Previous customer service experience
- Effective communication skills – both written and verbal
- Problem-solving skills
- Ability to multi-task and set priorities
- Detail-oriented
- Professional and team player; demonstrated ability to share one's viewpoint and information appropriately and to listen attentively to others' ideas and suggestions

PHYSICAL DEMANDS

- Moderate odors, dust or fumes may cause discomfort and/or irritation to eyes.
- Lifting and moving is required
- *The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. While performing duties of this job, the employee is regularly required to sit. The employee is required to use hands to finger, handle, feel; speak clearly; and listen carefully. The employee is frequently required to move from a sitting position and stand and walk throughout the office, using stairs. The employee must be able to get in and out of a vehicle and drive to various locations within the cemetery, and occasionally drive to vendors (up to 1.5 hours away). While working outdoors, the ability to be on one's knees, to crouch/squat, and/or balance using one's wrists is often needed. The employee must lift and/or move at least 100 pounds. Specific vision abilities required by the job include close vision, distance vision and depth perception.*

COMPENSATION

\$22-24/hour

Please send cover letter and resume to careers@lakewoodcemetery.org.