



# LAKWOOD

CEMETERY · CREMATION · COMMEMORATION

## POSITION DESCRIPTION

**Job Title:** Cemetery Burial Crew  
**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](http://www.lakewoodcemetery.org).

### POSITION DESCRIPTION:

The **Cemetery Burial Crew** has an important role at Lakewood. This team ensures that loved ones' remains entrusted to Lakewood for burial are interred with respect. As a member of this team, this role is responsible for completing a variety of tasks to perform ongoing maintenance and operations of the cemetery. Tasks include locating, layout, and excavation of graves; placement of foundations and memorial markers; help with mowing, raking, shoveling; lifting, driving, and using a variety of vehicles and basic hand tools.

### WORK SCHEDULE:

This is a full-time position that will include weekends and holidays. A Saturday rotation is required once fully trained. A typical schedule for this role, once fully trained, is alternating weeks Monday-Friday (8-4:30) and Tuesday-Saturday (8-4:30). Occasionally overtime during the regular work week may be required. Also, overtime work on Saturdays will occur on a regular basis depending on the schedule and the availability of other workers. Other hours, including weekends, will be determined by the cemetery management to ensure we are able to serve families.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

#### **Burial and Grounds Maintenance:**

- Operates tractors, mowers, trucks, backhoes, dump trucks, snowplows, steam cleaners, pressure washers and other equipment as needed which could include jackhammers, chainsaws, leaf blowers, weed eaters and woodchippers.
- Performs the locating of graves and the subsequent layout and excavation of these graves using the appropriate equipment.
- Performs the actual setting up and tearing down of lowering devices and other decorations, including tents, chairs, matting, and greens associated with burial activity.
- Performs the handling and installation of a variety of burial vaults while operating the associated equipment.
- Assists in the tamping, leveling, and sodding of new graves as well as the maintenance associated with older graves.

- Assist in the spring and fall clean-up of the cemetery grounds including the emptying and thatching of vases, cleaning debris and brush from grounds, landscaping, leveling, sodding, seeding, and watering of the grounds, trees, and shrubs.
- Assist in the initial setting and subsequent resetting of monuments and markers.
- Assist in the cleaning, painting and general maintenance of all cemetery buildings and equipment.
- Perform and assist with crypt and niche entombments at the mausoleum and the surrounding garden crypts area.
- Perform and assist with disinterments and reinterments.
- Assist in the training and/or supervision of applicable/seasonal workers.

**Crematory (this position may be asked to assist crematory as staffing requires):**

- 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.

This role will be expected to perform other duties as assigned and deemed necessary in the overall operations and maintenance of the cemetery.

**MINIMUM QUALIFICATIONS;**

- High level of compassion and integrity; ability to show respect and sensitivity toward client families.
- 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.
- Good driving record and valid current driver's license.
- Previous customer service experience.
- Good 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 the eyes.
- Lifting and moving is required, frequently lifting up to 50 pounds and occasionally lifting and/or moving more than 100 pounds.

- The physical demands described here are representative of those that must be met by an employee 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 the 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. Lifting and moving is required, frequently lifting up to 50 pounds with occasionally requiring lifting up to 100 pounds.
- Specific vision abilities required by the job include close vision, distance vision and depth perception.

### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may encounter working near moving mechanical parts and/or equipment. While performing the duties of this job, the employee will regularly work in outside weather conditions. The employee occasionally works in high, precarious places and is frequently exposed to warm and/or cold and wet and/or humid conditions. There is occasional exposure to fumes, airborne particles, toxic or caustic chemicals and vibration. The employee is occasionally exposed to the risk of electrical shock. The noise level in the work environment is usually moderately loud in field settings and moderately quiet in office settings.

### COMPENSATION

Hourly pay – \$25-\$33, depending on experience; overtime must be approved by management.

Current Benefits:

- Medical, Dental, Disability and Life Insurance Benefits
- PTO
- 401K Eligible