



# LAKWOOD

CEMETERY • CREMATION • COMMEMORATION

## POSITION DESCRIPTION

**Job Title:** Grounds Attendant

**FLSA:** Non-exempt

**Reports To:** Building Facilities Manager

**Department:** Buildings & Grounds

### ABOUT LAKEWOOD

Lakewood is one of the most distinguished and progressive cemeteries in the nation — a Minnesota landmark renowned for its history, art, and natural beauty. As a nonprofit serving families for over 150 years, Lakewood remains devoted to its founding mission, while actively reimagining the role of a cemetery in modern life. Learn more online at [www.lakewoodcemetery.org](http://www.lakewoodcemetery.org).

### POSITION OVERVIEW

The Grounds Attendant provides onsite patrols of Lakewood's buildings and grounds to ensure the best visitor experience. The key roles of this position include patrolling and inspection, assisting visitors, emergency response, and reporting and documenting. A professional, positive attitude, good communication and people skills, and a teamwork mentality are requirements of this role.

### DUTIES AND RESPONSIBILITIES

- Patrolling and Inspection:
  - Monitor and patrol assigned areas throughout the 250-acre grounds to maintain a visible presence.
  - Respond to building alarms and investigate disturbances.
  - Monitor the opening and closing of vehicle gates, pedestrian gates and buildings according to current visitor hours.
  - Conduct regular security checks and inspections at each building. Light maintenance, including sweeping, mopping or vacuuming if needed.
  - Operate CCTV security monitoring systems and other security equipment.
- Visitor Assistance:
  - Educate visitors on Lakewood's visiting rules and policies.
  - Provide visitors with directions to buildings or cemetery sections.
  - Assist cemetery staff with crowd and vehicle control when directed.
- Emergency Response:
  - Report any suspicious activities or safety issues to the appropriate authorities. Collaborate with law enforcement agencies when necessary.
  - Implement Lakewood's Emergency Response procedures as needed.
  - Respond to fire or emergency situations responsibly and provide access to the cemetery buildings and grounds to emergency responders.
- Reporting and Documenting:
  - Inspect the security vehicle at the beginning and end of each shift. Report any problems with the vehicle to the Facilities Manager for repairs. Record mileage and gas usage with each shift. Wash vehicle when needed.



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- Maintain accurate records of daily activities and incidents.
- Report facility maintenance needs, such as non-operating light bulbs, wet floors, wet carpet, tripping hazards, etc., to the Facilities Manager.
- Share recommendations or concerns with Facilities Manager or other cemetery management.

## MINIMUM QUALIFICATIONS

- Ability to write a clear and concise log report with each shift.
- Professional and team player; demonstrated ability to share one's viewpoint and information appropriately and to listen attentively to others' ideas and suggestions.
- Ability to work independently and in a team environment.
- Safe driving record and valid Minnesota driver's license.
- High level of compassion and integrity; ability to show respect and sensitivity toward families.
- Written and verbal communication skills.
- Problem solving skills.
- Detail-oriented.
- Smartphone ownership and use.

## PHYSICAL DEMANDS

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:

- Regularly required to stand and sit and frequently required to move from a sitting position and stand and walk, using the stairs.
- Required to use hands to grasp, lift, feel, type and write.
- Able to speak clearly and listen attentively on the phone and in person.
- Able to get in and out of a vehicle and drive to various locations within the cemetery.
- While working outdoors, the ability to be on one's knees, to crouch/squat, and/or balance using one's wrists is often needed.
- Specific vision abilities required by the job include close vision, distance vision, and depth perception.
- Lifting and moving is required - you must be able to co-lift over 25 pounds.

## WORK SCHEDULE

This part-time weekend position includes monitoring of the Lakewood buildings and grounds and requires work on holidays and weekends. Options may be available for full-time or overtime hours.

## COMPENSATION

Hourly pay — \$20/hour; management must approve overtime.