

# RIVERSIDE CEMETERY ASSOCIATION

P.O. Box 99, Withee WI 54498

## Job Description

1. This job is part-time. Flexible hours depending upon need for services.

2. Sell grave lots and columbarium niches.

3. Stake out location of lots for burial.

- Cover graves and seed down with grass.
- Prepare site for cremation burial.
- Order & Affix plaques on columbarium niches.

4. Keep accurate records in directories (alphabetical, map layout, and Veterans).

5. Collect monies and turn over to treasurer. Coordinate with Sec/Treas. all information related to sale of lots and any burials.

6. Coordinate and supervise maintenance of the cemetery grounds, including the part-time workers (mowing, trimming).

7. Evaluate equipment and make minor repairs. Other repair decisions brought before the board.

8. Attend Board of Directors meetings (usually 4 per year). Board of Directors:

- City of Owen: Mayor plus one delegate
- Village of Withee: President plus one delegate
- Township of Hixon: Chairman plus one delegate.
- Secretary/Treasurer.

9. Have a working knowledge of the Riverside Cemetery Regulations booklet.

Purpose:

The Riverside Cemetery Board of Directors is seeking a sexton for Riverside Cemetery. The successful candidate will be a self-starting individual who likes both the outdoors (the cemetery is located on the banks of the Black River west of Withee) and indoors (record-keeping, communication with public). Riverside Cemetery has a reputation for being one of the most beautiful places in the area. The Board is looking for an individual who can help to maintain that reputation.

Requirements:

18 years of age. Valid drivers license. Organizational skills. Ability to engage with the public in person or via phone. Some knowledge of landscape equipment.

Environment of Job:

Outdoors in a well-kept public cemetery with burial plots and two columbaria. Coordinating up-keep of the grounds. Communicating with the public.

Compensation:

This is a salaried position. \$1450 monthly from April - September. \$1200 monthly October – March.

Send resume to:

Riverside Cemetery Board of Directors  
PO Box 99  
Withee, WI

Or

Email to:

[riversidewithee@yahoo.com](mailto:riversidewithee@yahoo.com)