



JOB DESCRIPTION

Position: Cemetery Manager, Grounds and Facilities
Location: St. Mary Cemetery and Funeral Center
Position Status: Full Time
Schedule: Monday – Saturday (Rotating Schedule)
Category: Exempt
Compensation: \$90,000 - \$100,000 annual plus bonus potential

Supervisor: Reports to the Director of Operations or other manager as assigned

Job Summary: The Cemetery Grounds Manager must be committed to meeting the goals and objectives of Catholic Funeral & Cemetery Services of the Diocese of Sacramento. The Cemetery Grounds Manager is to plan, organize, coordinate and manage the landscape and grounds activities for assigned cemeteries. Additionally, the Cemetery Grounds Manager is responsible for coordinating and supporting a harmonious interaction between the sales and cemetery personnel, as well as forging strong, lasting relationships within the local community and parishes.

Essential Functions:

1. Deliver our Ministerial mission of caring for the dead and providing the Catholic Funeral Rites of a Vigil, Funeral Mass and Committal Ceremony.
2. Leads the Cemetery Grounds staff through a front facing hands-on approach to provide exceptional experiences.
3. Monitors and maximizes grounds and facility maintenance budgets ensuring the highest level of quality possible.
4. Maintains cemetery inventory and makes recommendations to increase inventory opportunities where appropriate.
5. Recruit, develop, train, evaluate and mentor Cemetery Grounds staff.
6. Makes hiring and disciplinary recommendations.
7. Ensures operational and reporting compliance with all federal, state and local governance and regulatory entities.
8. Responsible for implementing quality standards of care for grounds and facilities.
9. Ensures compliance with all safety standards and internal safety programs.
10. Set and exhibit exceptional customer service skills including working directly with families as needed.
11. Provide written and oral responses as required to inquiries or complaints regarding operational matters in such a manner as to protect the Church's integrity and good public image.



12. Accurately review and approve contracts, invoices and other documents.
13. Assist in creating and implementing strategic plans, policy, procedures and protocols to achieve goals and objectives.
14. May oversee capital maintenance and development projects for assigned locations.
15. Must be familiar with the SEIU labor contract and ensure management compliance with the contract.
16. Local day travel to various sites is required.
17. Other duties as may be assigned

Minimum Qualifications:

Must have a minimum of 3 years of cemetery, landscape or grounds maintenance work experience.

Must have a minimum of 2 years of supervisory experience.

Must possess a valid California Driver's License.

Possession of a valid California Pesticide Applicators License or Certificate preferred.

Must be a Catholic in good standing

Education: Accredited Associate of Science (AS) or Bachelor's Degree is preferred.

Ability: Must be able to lift at least 50 lbs.

Practicing Catholic with knowledge and understanding of the Catholic Church;

Proficient in Microsoft Office Products (Word, Excel, Access, Outlook); excellent interpersonal and phone skills; great organizational skills; ability to maintain strict confidentiality; professional temperament and appearance; ability to communicate effectively in oral and written form using correct spelling, grammar and punctuation; ability to work and relate to a variety of personalities and cultures with diplomacy, friendliness and poise; able to work in a team-oriented environment; handle multiple assignments consecutively and prioritize workload.