

Cemetery Sexton

Town of Plaistow

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The Town of Plaistow (population 8,000) seeks qualified applicants for the position of Cemetery Sexton. The Sexton is responsible for making sure grave opening & closing duties are covered. Coordinates tasks associated with funeral directors, families and others involved with interments. Available at odd hours if necessary to accommodate plot owners and buyers. Have knowledge of plots and explain plot sales to public. Responsible for sale of plots and proper record keeping. Must be thorough, organized, Compassionate, considerate and able to work with others to coordinate all services and memorial events at the Town graveyard. Possess any combination of experience and training which provides an equivalent to the minimum desirable employment standards. We are specifically looking for a combination of basic personal and computer skills.

Works under the administrative direction of the Town Manager. Must have strong communication skills and be able to work cooperatively with all Town departments, boards, commissions and committees.

This is an on-call, \$5,000 annual stipend position. Submit cover letter and résumé to the Human Resources by e-mail at lsadewicz@plaistow.com **Deadline for application:** Open until filled. EOE.