

Bayside Cemetery Association

... proprietor and operator of Bayside Cemetery, on the west shore of the Raquette River in the Village of Potsdam, NY,

wishes to to hire a

PART-TIME SEXTON

Approximately 10 scheduled hours per week, occasionally more, occasionally some weekend time to supervise volunteers or interments, during the cemetery field season (April 15 - November 15), then light duties (1-2 hours/week) at other times. Answers the cemetery cell phone year-round. Must have a vehicle and driver's license. No cemetery experience necessary. Useful will be evidence of past success in coordinating staff, clients, and associates to complete a variety of tasks in a timely fashion. Compensation is \$20/hour.

Job Description

- link to funeral directors to arrange interments with groundskeepers
- link to potential buyers of cemetery lots
- advise and keep time sheets for groundskeepers
- arrange for machine maintenance and repair
- arrange for delivery of supplies (e.g. topsoil, machine parts, motor fuels, grave corner markers)
- arrange for services (e.g. plowing, tree maintenance, burn permit, mail pickup, grave excavation, trash removal)
- link to trustees who assist in these tasks

Bayside Cemetery, founded in 1865, maintains 40 acres of active burial ground and retains 40 acres of undeveloped forest for future development. It inters about ten full burials and ten cremations per year, and sells about ten lots per year. Its field season is April 15-November 15 but must remain prepared to inter in any month.

Interested persons should contact President of Board, John Omohundro, 315-244-9131, omohunjt@northnet.org