

Assistant Manager

Location – Waterbury, CT – Calvary Cemetery

JOB DESCRIPTION

BASIC FUNCTION: To direct and supervise all field operations of the cemetery or cemeteries entrusted to the Assistant Manager's care in conformity with Catholic Cemeteries Association policies and to represent the Association to the public in a manner that reflects favorably on the Catholic Church.

DUTIES AND RESPONSIBILITIES:

1. To direct and supervise all field employees and all operational and maintenance activities.
2. To train, instruct, and develop field employees in performance of job assignments.
3. To instruct and ensure that field employees follow proper safety procedures in job assignments and in the use of equipment.
4. To assist families at the time of purchase of graves, whether pre-need or immediate need, and be responsible for the paperwork involved in the absence of a family service advisor. To oversee the activities related to interment, including laying out and checking on graves, funeral procedures, vault setting, grave preparation and completion of interments.
5. To assign work and maintain standards of performance so that the cemetery is in excellent condition at all times.
6. To supervise the work related to memorials, including the layout of foundations and setting of markers.
7. To assist in the layout of new sections and the renovation of old sections.
8. To maintain good public relations with the community, and assist the public in their needs, taking appropriate action to resolve complaints.
9. To make recommendations for improving and developing cemetery facilities, and suggest such changes in policy as seem appropriate.
10. To be responsible for all inventory items and the proper maintenance of cemetery equipment and buildings.
11. Should have basic computer knowledge of Word, Excel, and Outlook (or any email) programs.
12. To monitor all cemetery employees' attendance records and report excessive absenteeism/tardiness to the manager.
13. Follows the Association's policies and fulfills requests promptly.
14. Responsible for completing all assigned projects within the schedule.
15. Must complete all paperwork pertaining to all contracts and product sales in the absence of a family Service Advisor.
16. Responsible for productivity through pre-job planning and scheduling.

17. To assure the preparation and accuracy of all cemetery office records and to prepare statistical data, monthly area operation reports, and other reports as directed.
18. Is responsible for all cemetery operations in the absence of the cemetery manager.

JOB PERFORMANCE: Performance will be evaluated by accomplishments in relation to the above duties.

ORGANIZATIONAL RELATIONSHIP: The Assistant Manager reports to the Cemetery Manager and is responsible for the duties set forth above.

Please send resume to Nicole Redos- nredos@ccacem.org