

NOW HIRING- SEXTON
Jan 18, 2016

DISREGARD THIS NOTICE - POSITION IS FILLED 1-18-2016.

The position of Cemetery Sexton shall be an employee of the Town of Vinland to manage all aspects of administrative duties of both cemeteries within the town known as Allenville Cemetery and Brooks Cemetery.

The employee under the administrative aspects of this contract shall be responsible for:

Supervise the opening and closing graves

- Measure and mark location for foundation placement
- Emptying rubbish containers as needed
- Major repairs shall be brought to the town for their action
- Showing and selling available gravesites to family/individuals
- Marking gravesites for burials
- Maintaining records of placements and sales of lots
- Assist families in locating sites
- Data entry keeping all records current and available for review by the township board
- Maintain established survey markers
- Prepare sites for cremation burials as required
- Other duties as assigned by the Board

Please respond by January 29, 2016 to: Town of Vinland 6085 County Road T, Oshkosh, WI 54904