

GUILFORD TOWNSHIP TRUSTEES

3800 Greenwich Rd.
Seville, Ohio 44373
www.guilfordtownship.us

CEMETERY SEXTON APPLICATION

Name: _____

Address: _____

E-mail address: _____

Phone number: _____ **Cell number:** _____

Occupation: _____

Are you a resident of Guilford Township? _____

Why do you seek this appointment?

Applicant Signature: _____

Date: _____

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Guilford Township Mound Hill and River Styx Cemetery Sexton Job Description

Effective April 2, 2019

Job Title: Sexton

Department: Mound Hill and River Styx Cemeteries

Purpose:

The purpose of the position of the Mound Hill and River Styx Sexton is to be responsible for all burials, lots, graves, and related duties with regard to the cemeteries.

Responsibilities:

- Oversee all burials in Mound Hill and River Styx Cemeteries, including arranging details with funeral directors, burial services, and the excavator.
- Ensure the proper placement of deceased in lots and locations in Mound Hill and River Styx Cemeteries, including marking and staking graves for burial.
- Maintain complete records of all grave lots and grave locations.
- Sell grave lots and meet with customers interested in purchasing them.
- Answer the public's questions regarding cemetery policies and other information.
- Mark and keep track of veteran's graves ensuring they have a marker; and arrange for flags to be placed on these graves for Memorial Day.
- Ensure that the chapel is kept in a clean manner.
- Maintain small flower beds along Seville Road view and around chapel.
- Perform other duties as assigned or required.

Knowledge:

- Be familiar with Mound Hill and River Styx Cemeteries and records.
- Clerical skills to maintain and update the records as needed.

Working Conditions and Environment:

- Must be able to drive to cemeteries and have a valid driver's license and car insurance.
- Must be able to locate lots and other information as needed.