

Operations Representative Summer Seasonal

Catholic Cemeteries of the Archdiocese of Omaha

Catholic Cemeteries is looking for a Seasonal Operation Representative to provide general landscaping and property grounds maintenance. This will include a variety of tasks including mowing, trimming, planting, watering, hand digging, and other duties as assigned.

General Information

Position Title	Operations Representative
Classification	Seasonal
Hours / Shift	40 hours per week, 7am-4pm (1 hour lunch) Mon-Fri or Tues-Sat
Compensation	\$11/ Hour, Non-Exempt
Supervisor	Operations Manager; Cemetery Caretakers
Locations	Calvary / Resurrection Cemeteries - 7710 West Center Rd Holy Sepulchre Cemetery – 4912 Leavenworth St. Mary Magdalene / St. Mary Cemeteries – 5226 S 46 th St

Description

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Perform landscaping and ground maintenance, including the following: mowing, trimming, sod laying, planting, weeding, watering, fertilizing, chemical spraying, digging, or raking by using hand/power tools and other equipment
- Plans, plants, and cultivates lawns, gardens, and mulch areas
- Keeps the entire property free of litter, cigarette butts, and other trash and hazards
- Follows all safety practices and procedures, especially regarding chemicals and powered equipment
- Maintain equipment, tools, and performs light building maintenance
- Ensure completion of all responsibilities in a timely and efficient manner
- Keep cemetery shops and all related equipment clean, organized, and stored properly
- Provide excellent customer service to all cemetery guests, vendors, and internal staff
- Maintain professional appearance, reliable attendance, attention to detail, and high-quality work
- Professionally represent the Cemeteries in assisting client families, guests, funeral directors, and the general public at assigned funeral committal services
- Assist in the preparation, digging, set-up, completion, tear-down, and back filling of committal services using proper cemetery procedures
- Assist in the installation of family-owned granite / bronze memorial markers, monuments, and vases
- Basic concrete finishing work
- Perform other duties as assigned

WORK ENVIRONMENT

- Daily Outdoor Work
- Requires driving of work vehicles, tractors, mowers, and trailers
- Exposure to weather extremes, dust, pollen, chemicals
- Tobacco, Alcohol, and Drug Free Work Place
- T-Shirts Provided

Requirements

KNOWLEDGE, SKILLS, AND ABILITIES (REQUIRED)

- Enthusiastic worker with an openness and desire to learn new skills
- Ability to follow policy and safety procedures; maintain confidential information
- Ability to safely operate and control various equipment and machinery. Such as weed eaters, trimmers, commercial mowers, tractors, trucks,
- Ability to climb ladders, use scissor lifts and occasionally work at heights of up to 25 feet
- MUST have the ability to lift, push, or pull items up to 50 lbs. and team lift up to 100 lbs.
- Ability to work either with a team or independently with little direct supervision
- Ability to count and track inventory
- Troubleshooting, applying appropriate solutions, and following through to ensure completeness of work
- Flexibility in responding to day-to-day work requirements and a varied work schedule or assignments
- Ability to read Basic Roman Numerals
- Mathematical competence to calculate basic weights and measurements (metric and standard)

EDUCATION AND EXPERIENCE (PREFERRED)

- Experience working in cemeteries, golf courses, grounds or lawn maintenance is preferred
- Experience performing residential or commercial building maintenance is preferred
- Experience in light construction, automotive, or farming is preferred

EMPLOYMENT CRITERIA (REQUIRED)

- Pre-Employment Drug Screen
- 16+ years old
- Valid driver's license and acceptable driving record
- Steel Toe Shoes to be worn during all work hours

Qualified individuals can obtain an application form at the Catholic Cemeteries, 7710 West Center Rd. Omaha NE 68124 or online at www.catholiccem.com.

Completed applications should be submitted at the Catholic Cemeteries office at 7710 West Center Rd, Omaha, NE 68124.