



# Calvary Catholic Cemetery

3600 McPherson Ave. Laredo, Tx 78040 (956) 723-6811 Fax: (956) 723-8726

## Job Announcement

Posting Date: January 16, 2025

**Application Deadline: Until Filled**

<b>Position:</b> Cemetery Groundskeeper	<b>FLSA Status:</b> Non-Exempt
<b>Minimum Requirements:</b> High school diploma or equivalent required. Completion of safety training preferred. At least one year experience landscaping or general garden maintenance preferred. Must have a valid driver's license and is subject to a driving history background check. Physical ability to lift 50+ pounds. Must be able to operate equipment on a fulltime basis.	
<b>Start Date:</b> Immediate	<b>Location:</b> Calvary Catholic Cemetery
<b>Position Status:</b> Full-Time, 40 hours per week	<b>Work Schedule:</b> Five-day workweek, with weekend work as needed

### Position Summary:

Work is outdoors maintaining grounds clean and attractive to enhance the integrity and sacredness of the cemetery. Assists in preparing plots for burials.

### Essential Duties, Functions and Responsibilities: (complete position description available at HR Office)

- Collect and dispose of litter from the grounds on a daily basis; maintain cemetery guidelines and regulations related to watering and overall upkeep of grounds
- Performs functions including but not limited to mowing, trimming, edging, pruning and removal of leaves and branches
- Perform preventive maintenance and may make repairs to hand and power equipment used in the performance of duties
- Prepare cemetery plots for burials. This includes marking grave location, overseeing burials and ground restoration (as needed)
- Follow all safety procedures while operating equipment
- Communicate with foreman regarding repairs needed or issues with the equipment.

### Additional Requirements- Skills, Certifications, and Licenses:

- Must have a valid Texas Driver License, evidence of state required vehicle insurance and transportation.

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**Resumes are Not Accepted. Employment Application is required for consideration.**

For Employment Application, visit [www.dioceseoflaredo.org](http://www.dioceseoflaredo.org)

For additional information, please contact:

Office of Human Resources  
 Diocese of Laredo  
 1901 Corpus Christi St.  
 Laredo, Texas 78043  
 (956) 727-2140

Benefits include shared cost medical and dental, plus retirement and life insurance, upon completion of eligibility period. Paid vacation leave, personal days and sick leave, upon completion of eligibility period. Paid Holidays and Holy Days, as designated by employer. Unique opportunities to participate in staff spiritual retreats, Catholic Mass and prayer. Join a team of individuals dedicated to providing service in a faith-filled work environment that promotes faithfulness, respect, joy and unity.

Apply today.

***We are the Diocese of Laredo!***