



LAKWOOD

CEMETERY · CREMATION · COMMEMORATION

JOB DESCRIPTION

Job Title: Part-time Crematory Operator
FLSA: Non-exempt
Reports To: Crematory Manager

ORGANIZATION BACKGROUND:

Lakewood is a serene haven in the heart of Minneapolis's renowned Chain of Lakes—a place to come together to honor, remember and reflect. Since 1871, Lakewood's 250 acres of urban memorial parkland have served as a community gathering place and a chronicle of our region's traditions, cultures and people. As a nonprofit organization governed by a board of trustees, Lakewood honors its roots as a landmark cemetery while reimagining its role in modern life, through thoughtfully designed events, experiences and spaces. Our vision is to make memorialization more relevant, accessible and inviting for multiple audiences and generations. Learn more at www.lakewoodcemetery.org.

POSITION DESCRIPTION:

The **Crematory Operator** has an important role in ensuring that loved ones' remains that are entrusted to Lakewood for cremation are treated with dignity, care and respect. This role is responsible to see that remains are properly received and processed at the crematory and returned to the family or funeral director in a timely manner.

WORK SCHEDULE:

This is a part-time position that includes weekends, evenings and holidays. A Saturday rotation is required once fully trained.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Balance of care for deceased in a respectful manner while performing all tasks involved in the cremation process
- Highly detailed adherence to following Lakewood cremation processes - including professional, municipal, state and federal licensing authority regulations applicable to the cremation of human remains
- Receive remains and ensure all documentation is complete
- Complete all required documentation with respect to cremation process and equipment maintenance
- Promote a safe work environment by being aware of and practicing universal precautions and adopting general principles of safe conduct
- Maintain the crematory, equipment and adjacent facilities, keeping the facility clean at all times
- Operate equipment in a safe and careful manner
- Comply with OSHA and EPA guidelines concerning storage and use of chemical substances
- Participate in daily communication routines with manager and other Lakewood team members

MINIMUM QUALIFICATIONS:

- High level of compassion and integrity; ability to show respect and sensitivity toward client families
- Accepting about nature of work and repetitive routines
- Very strong process and detail orientation; organized and clean
- High school diploma or equivalent. Completion of a diploma training program at a college or technical school specializing in funeral service or mortuary science is helpful, but not required.
- Certification through CANA, ICCFA or another recognized program is helpful, but not required.
- Good driving record and valid current driver's license
- Comfort with working independently and following strict processes – while still communicating as needed with colleagues
- Previous customer service experience
- Proactive communication and problem solving skills – both written and verbal
- Professional, clean appearance
- Professional and team player; demonstrated ability to share one's viewpoint and information appropriately and to listen attentively to others' ideas and suggestions

PHYSICAL DEMANDS:

- Tolerate moderate odors, dust or fumes may cause discomfort and / or irritation to eyes.
- Lifting and moving is required (*must be able to lift 100 pounds above head?*)
- *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing duties of this job, the employee is regularly required to sit. The employee is required to use hands to finger, handle, feel; speak clearly; and listen carefully. The employee is frequently required to move from a sitting position and stand and walk throughout the office, using stairs. The employee must be able to get in and out of a vehicle and drive to various locations within the cemetery, and occasionally drive to vendors (up to 1.5 hours away). While working outdoors, the ability to be on one's knees, to crouch/squat, and/or balance using one's wrists is often needed. The employee must lift and/or move at least 100 pounds. Specific vision abilities required by the job include close vision, distance vision and depth perception.*

COMPENSATION:

\$22-24/hour

Please send cover letter and resume to careers@lakewoodcemetery.org