

Jewish Cemeteries of Greater Cincinnati
3400 Montgomery Road, Cincinnati, Ohio 45207

Assistant Foreman

Job Description:

The Jewish Cemeteries of Greater Cincinnati (JCGC) Assistant Foreman assists the foreman in leading the most outward facing roles of this small nonprofit organization that performs burials for the Cincinnati Jewish community and maintains 25 local cemeteries. Assistant foreman oversees the vital services of Jewish burial and serves as a representative to the community through interactions with both grieving families and cemetery visitors. The assistant foreman reports to the Foreman. This is a full time, non-exempt position.

The assistant foreman oversees the grounds team in the care for all cemetery grounds and buildings. This includes supervising planting and maintaining flowers, trees, and shrubs; locating lot markers and gravesites; coordinating the opening and closing graves (generally using a backhoe); oversees the setting up carpets, chairs, and tents for burial services; supervises the lowering of caskets and other containers into gravesites; creating and installing temporary markers; facilitates the inspection, maintenance, and repair of monuments and markers; facilitates installation of foundations for monuments and markers; and maintains service, maintenance, and repair of cemetery vehicles, equipment, and tools. The assistant foreman is also responsible for maintaining a working knowledge of each cemetery's layout; leading the burial team in attending and assisting mourners at burial services; coordinating the positioning of vaults; providing general security; and enforcing safety rules and regulations in conjunction with the foreman.

Requirements:

Ohio Driver's License

3+ Years of experience in cemeteries

2+ Years of customer service experience

1+ Years of leadership experience over a grounds crew

Proficiency in electronic communications (texting/email)

Desired Skills:

- Experience driving a backhoe or similar equipment
- Mechanical repair knowledge
- Experience in tree and plant identification
- Experience in concrete work

Schedule:

Monday thru Friday, 8:00 AM – 4:30 PM, Sunday and holiday overtime sometimes required.

Benefits:

\$23/hr

PTO/Holidays

Overtime

Health Insurance

Retirement Plan