



Cemetery Assistant (Part-Time)

Company Description:

Thames Centre, nestled in the heart of southwestern Ontario, is a vibrant community on the eastern edge of Middlesex County and the City of London. Our unique mix of urban and rural living fosters strong community connections, top-notch services, and responsible leadership. Residents enjoy breathtaking natural landscapes, open spaces, and access to state-of-the-art recreation facilities, and outstanding local amenities. Thames Centre has been recognized as one of the Best Places to Work in Southwestern Ontario!

Job Description:

Under the direction of the Director of Community Services & Facilities, the Cemetery Assistant is responsible for coordinating the day-to-day operations of the Dorchester Union Cemetery in accordance with the municipality's Cemetery By-law. This role involves administrative duties, record-keeping, regulatory compliance, and customer service while ensuring cemetery administration run smoothly and respectfully.

Responsibilities:

Administrative & Regulatory Compliance:

- Coordinate daily cemetery operations in alignment with the Municipality's Cemetery By-law.
- Maintain up-to-date knowledge of cemetery regulations, policies, and procedures.
- Issue burial permits as delegated by the Division Registrar (Clerk).
- Receive and process death registrations and submit them weekly to the Province on behalf of the Division Registrar.
- Serve as Deputy Division Registrar for Deaths, ensuring compliance with relevant legislation.
- Maintain accurate cemetery records, including electronic filing and database updates.
- Assist in preparing monthly, quarterly, and annual cemetery reports.
- Update the Cemetery Continuity spreadsheet for the Deputy Treasurer on an ongoing basis.

Operations & Maintenance Support:

- Create work orders and service requests.
- Assist in locating correct positions for monument installations and monitor foundation installations for proper depth and quality.
- Complete and maintain required records, logbooks, and reports related to cemetery operations.
- Participate in staff meetings and training as required.
- Prepare and submit reports related to accidents, vandalism, and customer complaints.

Customer Service & Public Relations:

- Serve as a frontline contact for the public, responding to inquiries with professionalism and sensitivity.
- Provide compassionate and respectful assistance to families, funeral directors, and monument companies.

- Ensure a high standard of customer service in all interactions.

Other Duties:

- Perform other duties as assigned.

Note: All activities are expected to be performed safely, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.

Minimum Qualifications:

- Completion of two (2) years at a Community College.
- Two (2) to three (3) years of related experience in cemetery operations.
- Working knowledge of office practices and procedures.
- Excellent typing/word processing/computer skills required.
- Working knowledge of software programs (i.e. Microsoft Office Suite, including MS Word, MS Excel and graphics)
- Tact and discretion are required.
- Ability to communicate effectively and to maintain a harmonious working relationship with others.
- Must be a self-starter and able to work independently with little supervision.
- Strong customer service orientation.
- Superior organizational and time management skills.

Note:

- Job description is under review

What Thames Centre has to offer:

- A competitive salary ranging between \$34.49 to \$38.82 for 2025 with 21 hours per week, Monday to Friday.
- Vacation-time entitlement recognizing previous years of service.
- Eligibility to enroll in OMERS pension plan.
- A supportive and collaborative work environment.

Ready to Apply?

Interested applicants are invited to submit a resume and cover letter before 6:00 p.m. on **Friday, March 21, 2025** to:

Anica Peter, Human Resources Manager
Municipality of Thames Centre
4305 Hamilton Rd.
Dorchester, ON, N0L 1G3
Email: apeter@thamescentre.on.ca

The Municipality of Thames Centre is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. All applicants are thanked for their interest, but only those selected for an interview will be further contacted. Information gathered is under the authority of the Municipal Freedom of Information and Protection of Privacy Act and shall only be used for candidate selection purposes.