

**SEXTON
JOB POSTING**

QUALIFICATIONS:

- 1. TOWNSHIP RESIDENT**
- 2. ABLE TO LIFT HEAVY LOADS**
- 3. FOLLOW DIRECTIONS FROM THE TOWNSHIP BOARD**
- 4. MUST HAVE GOOD COMMUNICATION SKILLS TO WORK WELL WITH TOWNSHIP BOARD, RESIDENTS/FUNERAL HOME'S**

DUTIES:

- 1. AVAILABLE FOR BURIALS AND TO WORK CLOSELY WITH GRAVE DIGGER.**
- 2. KEEP GOOD BURIAL RECORDS AND WORK WITH TOWNSHIP CLERK**
- 3. MEASURE PLOTS AND MARK GRAVES IN FOUR CORNERS.**
- 4. REPLACE MARKERS THAT ARE DAMAGED AND MAKE NEW ONES**
- 5. PUT UP VETERAN MARKERS WHEN NEEDED**
- 6. PUT NEW FLAGS OUT EVERY MEMORIAL DAY AND HOLIDAYS, REPLACE IF DAMAGED. NEW ONES MAY BE PICKED UP AT VETERANS OFFICE.**
- 7. REQUEST REMOVAL OF TREES**

REPORTS TO TOWNSHIP BOARD

Mail letter of intent to Foster Township Clerk, 2782 Horseshoe Lake Road, West Branch, MI 48661 before August 9, 2022

FOSTER TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER