



DIOCESE OF BRITISH COLUMBIA
Anglican Parish of Central Saanich, Saanichton



Job Posting

Custodian for the St. Stephen Cemetery

The Parish of Central Saanich operates the St. Stephen Cemetery which is located adjacent to St. Stephen Church, located at 7921 St. Stephen Road, Saanichton, BC, V8M 2C3. The St. Stephen Cemetery is recruiting for the permanent part-time position of Custodian to oversee the maintenance and operations of the cemetery within the provincial legislation. The Consumer Protection BC conducts their inspections of this cemetery.

The Custodian is responsible for:

1. Ensuring the St. Stephen Cemetery By-Laws are upheld and the Operations Manual is adhered to.
2. The maintenance of all cemetery records and history,
3. Ensuring the cemetery grounds and ground's maintenance equipment are properly cared for, and
4. Providing guidance to parties interested in reserving a burial plot for full burial or cremation.

The Custodian will report to the Incumbent of the Parish, Rev. Lon Towstego, who also Chairs the Cemetery Committee.

If you have a sound knowledge and leadership with cemeteries, we are very interested in hearing from you. While this is not a full-time role, we do expect that you have demonstrated maturity and diplomacy particularly when communicating, and a passion for safety. The successful candidate will understand the organization and functions of cemeteries, Federal and Provincial interment codes and laws and will have demonstrated experience with the current practices, procedures and equipment involved in cemetery operations and maintenance. If you will enjoy a leadership role while contributing to our vision and strategies, we encourage you to take the next step and apply for this opportunity.

The hours are variable, but critical at times. You will average 20 to 30 hours per month.

To learn more about us, browse through our website (www.ParishCS.ca). To download the Job Description, go to the Employment Opportunities on our website at <http://www.parishcs.ca/outreach/employment-opportunities--43>.

To apply, please send your résumé, or CV, by May 31, 2019.

Mail to: Private and Confidential
Anglican Parish of Central Saanich
Attention: Reverend Lon Towstego
1973 Cultra Avenue
Saanichton, B.C. V8M 1L7

Or Email to: ParishCS@shaw.ca