

Hiring Announcement- Cemetery Sexton/Record Keeper

Location-Walton Township, Eaton County-Olivet Michigan

The Township is seeking applicants and/or service providers to assume the duties of Cemetery Sexton/Record Keeper for Walton Township.

Walton Township has one active cemetery located near the corner of S Stine Rd and Marshall Rd. On average, there are approximately 15-20 burials per year. All cemetery records-including deeds, burial permits, and plot assignments are currently maintained by paper.

Position Details

Flexible structure-The Township will consider employment and/or contracted services.

Compensation-based on qualifications and service proposal.

Application/Proposal-The Township Board will review applicants and service quotes. Interested individuals or service providers are invited to apply or submit an estimate for services on or before March 18th. The Walton Township Board will review and setup interviews for qualified applicants.

Please direct questions to Doug Thering, Walton Township Supervisor at 269-374-0074 or by email at waltontwpsupervisor2025@gmail.com or Erin Cummings, Walton Township Clerk at 269-317-2101 or by email at walton.clerk@gmail.com

Responsibilities

Burial Management

- Coordinate and schedule burials, interments, and cremation interments.
- Prepare, mark and oversee gravesites in advance of burial services.
- Work with funeral homes, vault companies, and contractors to ensure respectful and timely burials.
- Ensure markers and headstones are properly placed according to cemetery rules.

Record Management

- Maintain accurate cemetery records, including deeds, lot ownership, and interment logs.
- Update and preserve cemetery maps and records (transition to digital format using Pontem Cemetery Management)
- Provide reports to the Township Clerk/ Board as requested.

Public Service and Family Relations

- Meet with families to discuss available plots, explain cemetery policies, and assist in arrangements.
- Provide compassionate guidance during burial arrangements.
- Respond to inquiries from funeral directors, families and the public regarding records or lot ownership.

Grounds and Oversight

- Monitor condition of cemetery grounds, Township Hall and Property at 6966 S Stine Rd and report maintenance needs.
- Ensure the cemetery remains safe and well-kept i.e. mowing, weed eating etc. storm cleanup and spring cleanup.
- Flag placement during Memorial Day and replacement as needed.
- Additional services may be considered but are not required for winter snowplowing and or general landscaping needs.