Part-Time Shop Hand / Photographer

10 – 15 hours per week

Job description:

We are seeking a dedicated Maintenance Shop Hand to support our cemetery shop operations. This role involves maintaining cleanliness and organization within the shop environment, ensuring equipment is properly cleaned and maintained, and assisting with cataloging headstones through photography. The ideal candidate will be detail-oriented, reliable, and capable of handling multiple responsibilities in a respectful and professional manner.

Responsibilities

- Maintain vehicle cleanliness by washing and detailing as needed to ensure proper appearance and hygiene.
- Clean and maintain equipment used within the cemetery shop to ensure optimal functionality and safety.
- Assist with cataloging headstones by taking photographs to document over 5,000 headstones accurately.
- Support general shop duties, including organizing supplies and ensuring the workspace remains tidy and safe.
- Follow safety protocols and procedures to maintain a secure working environment.

Experience

- Previous experience in maintenance, cleaning, or related roles is preferred but not required; training will be provided.
- Photography experience is beneficial for cataloging headstones effectively.
- Ability to work independently with attention to detail and a respectful attitude towards sensitive environments.
- Strong organizational skills and the ability to manage multiple tasks efficiently.

Work Location: In person

Please send your resume to: jess@daviscemetery.org

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