

**NORTH COUNTY CEMETERY DISTRICT
POLICY MANUAL**

POLICY TITLE: Job Description – Oak Hill Cemetery Gatekeeper
POLICY NUMBER: 2380

2385.1 Description: This is a part time position, which under the direction of the General Manager provides entrance to the Oak Hill (Escondido) Cemetery on weekends or holidays.

2385.2 Duties and Responsibilities

2385.2.1 Opens and closes the entrance gate to the Oak Hill Cemetery as follows:

2385.2.1.1 Opens the gates at 8:00 a.m. every Saturday, Sunday and North County Cemetery District holidays. (See Section 2385.5.1)

2385.2.1.2 Closes the gates at 4:30 p.m. every Saturday, Sunday and North County Cemetery District holidays. (See Section 2385.5.1)

2385.2.1.3 Raises the USA flag at 8:00 a.m. and lowers prior to closing the gates.

2385.2.1.4 Checks voicemails during opening and closing and will communicate to the GM any emergency messages needing immediate attention if necessary.

2385.2.2 Prior to closing the gates, ensures that all vehicles and visitors have left the cemetery grounds.

2385.2.3 Keeps General Manager informed of all emergencies and any potential problems.

2385.3 Ability to:

2385.3.1 Inform visitors that the cemetery will be closing and invite them to return another day.

2385.4 Requirements:

2385.4.1 Personally perform the duties and responsibilities on a continuing basis without assistance or substitute.

2385.5 North County Cemetery District Holidays:

2385.5.1	New Years Day	Christmas Day
	Martin Luther King Day	
	President's Day	
	Memorial Day	
	Independence Day	
	Labor Day	
	Thanksgiving Day	
	Friday After Thanksgiving Day	