COLONIAL PARK UNITED CHURCH OF CHRIST

An Open and Affirming Congregation of the Keystone Conference

Sexton Position Announcement

Position Available Immediately

The Sexton is to ensure the satisfactory appearance of the church building and grounds, giving special attention to general neatness and cleanliness. Reports to the Senior Pastor.

Qualifications

1. Have a minimum of a high school diploma with experience in performing janitorial duties.
2. Be able to maintain effective and positive rapport with all staff, deacons, stewards, church disciples, volunteers, and visitors.

Responsibilities

1. Facility Cleaning and Maintenance
    a. Clean every room in the church building and offices. Cleaning is to include the dusting of all furniture, the removal of all trash, and the mopping, sweeping, or vacuuming of all floor surfaces. Cleaning must be done according to schedule.
    b. Maintain first floor luxury vinyl planking in accordance with manufacturer requirements.
    c. Wet-mop and buff tile floors at least monthly and at other times, if needed. Old wax shall be stripped and new wax applied to all tile surfaces at least annually.
    d. Vacuum all stairways, halls, runners, and sanctuary weekly.
    e. Clean restrooms thoroughly with disinfectant products**.** An adequate supply of towels, soap, and tissues shall be kept on hand in the restrooms at all times. Trash shall be removed from the restrooms daily.
    f. Clean other surfaces, such as water fountains, windowsills, and front doors regularly.
    g. Work with Facility Steward to manage repairs.

2. Outdoor Maintenance
    a. Mow and trim grass.
    b. Remove trash and debris**.**
    c. Maintain shrubbery and beds around the church.

d. Remove snow from the sidewalks and entrances to the building on a timely basis.

3. Sunday Morning
   a. Open and close church for Sunday morning worship. This includes, but is not limited to, unlocking and re-locking the church building.
   b. Ensure adequate heat or air conditioning in the sanctuary, Fellowship Hall, and classrooms.

4. Supplies and Equipment Maintenance
   a. Work with supervisor to order all necessary supplies needed for the regular performance of duties. All such materials are to be billed to the church and invoices obtained.
   b. Maintain all equipment used by the Sexton in clean and working order.

5. Room Setup
   a. Set up tables and arrange furniture for normal class use and special meetings or events.
   b. Maintain proper heating and air conditioning levels for all services, meetings, and events.
   c. Arrange the sanctuary and other rooms as needed for weddings, funerals, and other special occasions.

6. Facility Security
   a. Lock and unlock all doors of our facilities, and secure the premises at the end of each workday, except when other arrangements have been made.
   b. Maintain vigilance during Sunday morning worship.

7. Other: Assume other duties assigned by the Senior Pastor or Council, in consultation with the incumbent.

Terms of Position: Six-month probationary period is required.

1. Work 37.5 hours per week (Sunday through Thursday).
2. Complete weekly timesheets (employee).
3. Receive salary on the 15th and 30th of each month.
4. Receive vacation according to the following:
   a. No vacation days during the first 90 days of employment

b. No vacation days during Holy Week, Christmas week, or other special events
c. 0-5 years: two weeks per year
d. 6-10 years: three weeks per year
e. 11-19 years: four weeks per year
f. 20 or more years: five weeks per year
g. Receive two personal leave days during 2026.

Compensation

1. Salary: $29,214 per year
2. Social Security
3. Health insurance
4. Paid vacation

Send Employment Application and Resume to:
Colonial Park United Church of Christ
Human Resources
5000 Devonshire Road
Harrisburg, Pennsylvania 17109