

SEXTON

Job Description (Created March 8, 2021)

POSITION SUMMARY:

The sexton, a part-time employee of the parish, maintains all interior spaces of the parish's buildings. The sexton also is responsible for monitoring appliances and systems (for example, drains), performing periodic inspections, making repairs as appropriate, and notifying the Property Committee when the services of outside contractors are needed. In performing these duties, the sexton reports to the Rector and collaborates with the parish's Property Committee, but must be able to work with minimal supervision. S/he must also be flexible in scheduling maintenance activities around parish and outside events, as well as in periods of heavier use of the parish's buildings (for example, Christmas and Holy Week/Easter).

DUTIES INCLUDE:

- Performing routine, seasonal, and periodic monitoring and maintenance
- Completing minor repairs
- Monitoring the quality of work of outside janitorial contractors
- Ordering paper products and cleaning supplies and equipment
- Care and maintenance of vacuum cleaners and other job-related equipment
- Hanging banners, cleaning, other extra duties during times of heavier building use
- Setting up tables, chairs, and other furniture for parish and outside events in the Great Hall and other rooms
- Removing candle wax from hard-surface floors as needed (particularly after Christmas and Easter)
- Attendance at Property Committee meetings
- Other duties as assigned

SPECIAL KNOWLEDGE AND SKILLS REQUIRED:

- Comfortable working in a church environment and with volunteers
- Familiar with job-related cleaning products and chemicals and their safe use
- Familiar with recommended maintenance cycles and procedures
- Familiar with use and maintenance of standard cleaning equipment
- Sound judgment in business and personal matters
- Ability to respect matters of confidentiality, sensitivity, compassion, and discretion
- Self-motivated with mature decision making, problem solving, and process thinking ability
- Ability to work both independently and collaboratively as part of a team
- Flexibility in scheduling routine and periodic work tasks

EDUCATION AND TRAINING:

Appropriate training and/or practical experience

LICENSES, REGISTRATIONS OR CERTIFICATIONS:

None

WORK ENVIRONMENT:

This job operates in a public building with a mix of public spaces, areas secured to protect valuable property, and private offices.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to perform physically demanding work. This position requires standing, walking, bending, kneeling, stooping, and lifting. The employee may be required to lift and/or move items. Some tasks require sustained or repetitive movements.