Title: Church Sexton (Custodian)

Purpose: To provide the essential maintenance services for the church building and grounds, and serve as security/watchperson of premises.

Accountability: Accountable to the Pastor as head of staff.

Responsibilities:
• Keep campus and buildings clean and well maintained on the inside and outside. Including: Clean, mop, empty trash daily in Nursery school, Child Care Center, assuring ready for classes, M-F while in session
  Maintain cleanliness of interior of church

• Insure that supplies are replenished in the restrooms and for cleaning purposes.
• Maintain all grounds, performing such functions as cutting grass, shoveling snow, de-icing walks in a timely manner, and caring for flower and shrub beds, changing light bulbs.
• Maintain security of premises, and serve as watchperson to be sure building is in safe condition and locked when premises are vacant.
• Perform minor repairs to electrical system, plumbing, and immediate temporary repairs in an emergency.
• Coordinate with outside contractors for larger repairs
• Set up and take down of chairs, tables, banners for church related activities
• Keep the Buildings and Grounds Committee informed of major repairs needed.
• Assist with other Church related activities as requested

Relationships: Accountable to the pastor as head of staff and the Buildings and Grounds committee in the performance of his/her responsibilities.

Evaluation: Performance reviews will be conducted annually by the pastor as head of staff and the Session Personnel Committee. The Session Personnel Committee will annually review the adequacy of compensation.