

## **JOB DESCRIPTION**

**Job Title: Sexton**

**Employment Classification: Part-Time (20 hours)**

**Immediate Supervisor: Rector**



**ST. ANDREW'S**  
EPISCOPAL CHURCH

### **Introduction**

St. Andrew's Episcopal Church in Longmeadow, Massachusetts, a vibrant and growing parish, is in search of a qualified candidate to serve as the Sexton. Please check out the parish's website ([www.st-andrews-longmeadow.org](http://www.st-andrews-longmeadow.org)) and Facebook page to learn more about parish life.

### **Position Description**

The St. Andrew's Sexton serves part-time and is supervised by the Rector, working closely with all other staff, supporting the mission of the parish by maintaining clean and welcoming facilities; interacting with congregation members, visitors, vendors and clients in a courteous manner; efficiently providing furniture set-up and break-down to make our events possible; and securing the building.

### **Primary Duties and Responsibilities**

- Clean offices and meeting and worship spaces according to daily, weekly and monthly schedules.
- Set up and break down furniture and equipment for meetings and events.
- Clean restrooms and restock paper supplies daily.
- Wash windows and glass doors, and sweep, vacuum, dust and mop floors according to schedule.
- Empty wastebaskets and trash cans; organize and move landfill, compost and recyclables containers to proper locations according to schedule.
- Clean kitchens, including large commercial stove and refrigerators. Remove perishable food from kitchen refrigerator on a monthly basis
- Maintain outdoor areas daily, including sweeping, washing, picking up trash. May include snow removal and salting on walkways and entrances.

- Perform minor maintenance such as changing lightbulbs, basic painting, carpentry and plumbing.
- Keep track of cleaning supplies, paper products and other applicable supplies, and submit purchase requests to Parish Administrator.
- Monitor and replace water bottles in water coolers.
- Report maintenance and/or repair needs.
- Follow established safety procedures.
- Read and reply to email communications.
- Attend meetings and trainings as assigned.
- Other duties as assigned.

### **Working Schedule and Self Care**

- This is a part-time position of 20 hours/week.
- Working hours should be arranged with the Rector to accommodate responsibilities without exceeding 20 hours per week on any regular basis. Schedule is flexible, but some hours must be done during the time the parish office is open (Mon-Thurs 9am-2pm).
- Provide special event coverage on a per-event basis.
- Vacation time, holidays and days off are expected to be observed to promote physical, mental, emotional and spiritual health and well-being.

### **Physical Requirements**

The position involves work in a wide range of conditions that can be physically demanding. The Sexton must be able to:

- Lift/carry/push weights up to 50 lbs.
- Climb, crawl, stoop and kneel.
- Move tables, stack chairs, move and set up staging units, and occasionally move office furniture.
- Use cleaning and maintenance materials and equipment safely.

### **Personal Qualities Needed**

- High school diploma or equivalent required.
- At least one year of related janitorial or custodial experience strongly preferred.
- Strong relational skills, service orientation, and a positive personal demeanor.
- Able to work cooperatively as a member of a team and independently; able to work tactfully under pressure.

- Able to interact courteously and respectfully with diverse staff, volunteers, congregation members, visitors, vendors and clients.
- Able to communicate verbally and in writing in English.
- Although St. Andrew's is a religious organization, employee's religious affiliation is immaterial. However, sensitivity to and commitment to the identity and mission of St. Andrew's is necessary for effectiveness in this role.
- Absolute dependability, ability to communicate clearly, and honesty required.
- High level of attention to detail.

## **Compensation**

Hourly Position: \$15 an hour

## **Additional Information**

- Criminal background clearance required post offer.
- Completion of Safe Church training required.
- All parish staff members must participate in an annual performance review.
- The Sexton's employment with the parish is on an at-will basis and may be ended at any time by either party.

## **Application Information**

To be considered for the position, please send via email a cover letter, a résumé, and any other information the applicant deems important to the Rev. Charlotte LaForest, Rector ([charlotte@st-andrews-longmeadow.org](mailto:charlotte@st-andrews-longmeadow.org)). If invited to interview, the candidate is to supply three professional references.

Applications received by Nov 1 will be given priority consideration; however, applications will be accepted until the position is filled.

