

# Siloam Presbyterian Church

## Job Description for Assistant Sexton/Facilities Coordinator

### **Overview**

Reports to the Sexton/ Facilities Manager; responsible for the maintenance of the building(s) and the safety of all individuals within. Works on evenings, weekends, and other agreed upon hours for functions within the Church and Parish House

Compensation: \$13.00- \$15.00 per hour

To apply please send resume and cover letter to: [siloampersonnel@gmail.com](mailto:siloampersonnel@gmail.com)

### **Responsibilities**

1. Opens the church facility on Sunday mornings by 8:00 A.M., ensuring the safe entry of parishioners by:
  - a. Safeguarding the unobstructed entry into the building(s) by shoveling snow and/or ice to clear the sidewalk in front of building on Jefferson Avenue and the side on Marcy Avenue. Clears a path from the curb onto the sidewalk and to the building for parishioners dismounting from the van (or other vehicles) coming into the church. During warmer months, ensures the front and Marcy Ave. sidewalks are clear of debris or any other trash that would present an unsafe entry into the church building and grounds.
  - b. Securing the Church buildings, furnishings, and grounds
2. Prepares the sanctuary and parish buildings for Sunday activities, including:
  - a. Ensuring the sanctuary, classroom, and other areas of the facility are heated in cold seasons and sufficiently cooled during warm/hot months in time for morning worship service. This may include checking furnace, opening windows, turning on air conditioning and/or fans, etc.
  - b. Maintain and ensure the cleanliness of the environment before parishioners arrive, including but not limited to restrooms; ensure entire facility is clean at end of day.
3. Is available to assist parishioners arriving on the van, helping them into the building as needed/requested in a welcoming and friendly manner.
4. Monitors and screens all visitors entering the building utilizing the security systems, video screens and other electronic tools set up in the first-floor office.
5. Answers telephone calls, taking messages, promptly transmitting to the indicated parties.
6. Secures the building after services (or event) and all unauthorized persons have left the premises. Performs a site check, ensuring that the stove, oven, food heating devices, coffee pot(s) and unnecessary lighting are turned off; makes sure all windows are secured, fans and air conditioners turned off, all internal doors secured and locked, and all refuse is tightly bagged and stored by the front stairwell. Ensures that the building is correctly secured and locked.
7. When necessary, change the outside bulletin boards to reflect correct information about service, officiant, sermon, etc.

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### **Qualifications:**

- Ability to work independently while understanding the necessity for communicating and coordinating work efforts with other employees/church members
- Ability to interact professionally with other employees, church members, vendors, community members, etc.
- Ability to lift/carry up to 25 lbs.
- Ability to climb stairs/ladders

### **Performance Expectations**

- Screen all visitors. Ask the visitor to wait in the security office or lounge until you have notified the appropriate individual that s/he has a visitor.
- The phone should be answered on the second or third ring and calls directed; any written messages taken should be legible.
- Must be attentive to the safety and cleanliness of the church property and identify and escalate issues to the proper individuals.
- Any ministry group or individual conducting church or community business should not be rushed to leave the premises for the convenience of the Staff; at no time should the securing of the building be left to another individual.

### **Policies**

- Anyone removing church property must have written consent from either the Clerk of Session, Pastor or one the Property Committee Chairs
- During inclement weather the entry way and stairs of the Narthex are to be checked for any potential skid areas
- Unauthorized individuals or those who do not have a particular need should not be allowed on the premises. If the individual is persistent seek, the aid of a church officer, the Administrator and/or Secretary. If they are not on the premises, call the NYPD for assistance (911).
- Outgoing and incoming personal calls must be minimal in frequency and time.
- The Premises should not be left unattended except during assigned break times of fifteen minutes per four-hour shift. The Supervisor, if on the premises (or a church officer), must be notified whenever the desk is left unattended.
- Asst. Sexton may be asked on occasion to provide security for SayCheeeze Entertainment, 3<sup>rd</sup> floor occupant (or other occupants), on the weekend after the church and parish are officially closed. These services will be arranged directly with the requester, independently from the church administration, and paid as such by the service requester(s).