

FIRST UNITARIAN UNIVERSALIST SOCIETY OF ALBANY

JOB TITLE

SEXTON

ACCOUNTABILITY AND OVERSIGHT

Reports to the Church Administrator

POSITION STATUS

0.25 FTE, 10 hours/week

POSITION SUMMARY

The Sexton works on Sunday (4-6 hours) and a week day (4-6 hours) and is responsible for Sunday morning operations and taking care of the church property.

Sunday tasks include preparation, set up and clean up for the service, coffee hour, and other scheduled activities, and for taking care of the church property.

Maintenance entails responsibility for minor repairs and replacements, reporting larger repair and replacement needs, keeping the building tidy and safe, and light yardwork.

REQUIRED SKILLS, ATTRIBUTES AND QUALIFICATIONS

- Good verbal skills and ability to work well with others and to interact hospitably with church members and building users
- Attention to detail
- Able to lift 50 lbs, able to manage lawnmower, snow blower, ladders, move furniture, etc.

PREFERRED SKILLS, ATTRIBUTES AND QUALIFICATIONS

- Preferred minimum educational requirement: High School Diploma
- Preferred 1-2 years custodial experience

SEND RESUME TO

Tammy Goddard, Church Administrator
Albany Unitarian Universalist

by email (preferred):

employment@albanyuu.org

by mail:

405 Washington Avenue, Albany, NY 12206

by fax:

518-463-1429

Position: Sexton-2 day Sept 2022