

Saint Mark's Episcopal Cathedral
Position: Cathedral Sexton #2
Amendments: 1.11.18
From: TVR Paul J. Lebens-Englund
Michael J. Thillen

Cathedral Sexton #2 – Regular Full Time
Immediate Supervisor: Cathedral Lead Sexton

PRINCIPAL FUNCTION: To provide essential weekday overlap with Cathedral Lead Sexton; To assume primary weekday responsibility for the Education Wing; To assume primary responsibility for grounds keeping and winter snow removal

HOURS:

- Monday–Wednesday 12-9pm, Saturday-Sunday 6am-3pm;
- Winter Flex for snow removal
- 40 hours per week, flexible, overtime exempt

PROVIDE ESSENTIAL OVERLAP WITH THE CATHEDRAL LEAD SEXTON:

- Assist with regular cleaning, maintenance, and deferred maintenance planning for all Cathedral buildings;
- Assist with user group set-up/take-down.

ASSUME PRIMARY RESPONSIBILITY FOR THE EDUCATION WING:

- Ensure all user Education Wing group spaces are clean and functional for daily use;
- Record and report all short-, mid-, and long-term Education Wing needs to the Lead Sexton.

ASSUME PRIMARY WEEKDAY RESPONSIBILITY FOR GROUNDS KEEPING AND SNOW REMOVAL:

- Work closely with Lead Sexton and Property Committee Chair to assure proper planning and care for all Cathedral grounds;
- Mowing, trimming, watering, leaf removal, weeding, garbage removal;
- Winter snow and ice removal.
 - This includes weekend snow removal and de-icing, prior to cathedral opening, including all sidewalks, steps, and handicap parking area.

MINIMUM REQUIRED QUALIFICATIONS:

- Education: High School Diploma or GED
- Experience: Previous experience in buildings & grounds cleaning and care

COMPENSATION:

- Stipend: Negotiable, based on training, experience, and skill
 - (@80% of Lead Sexton) \$29,719/year, \$2,674/pension, \$7,680/medical = **\$40,073**
 - (@70% of Lead Sexton) \$26,004/year, \$2,340/pension, \$7,680/medical = \$36,024
 - (@60% of Lead Sexton) \$22,289/year, \$2,006/pension, \$7,680/medical = \$31,975

CONTACT:

- Qualified candidates are asked to submit Cover Letter and CV to (digital preferred):
miket@ourcathedral.org - or -
Saint Mark's Episcopal Cathedral, Attn: Mike Thillen
519 Oak Grove Street, Minneapolis, MN 55403