

## POSITION DESCRIPTION

**JOB TITLE: SEXTON**

**IMMEDIATE SUPERVISOR: Cathedral Administrator**

**JOB SUMMARY:** The Part Time Sexton shall work under the direction of the Lead Sexton in the care, meeting room set-up, and security of St. Mark's Cathedral.

**DUTIES:**

- Perform all custodial requirements as directed by the Lead Sexton, including:
- Cleaning and upkeep of the upper level of Cathedral to include: Worship Space, Second floor Meeting Rooms, Third floor Rooms, Sacristy's, Bathrooms on main, second and third floor.
- Areas needing immediate attention in the absence of other custodial staff, regardless of area, shall be attended to and noted for supervisor.
- Special set-ups for events as assigned.
- General policing of Cathedral and grounds.
- Lawn care and snow removal
- Store and care for church property.
- Be available for weddings, special services and funerals as needed.
- Open the Cathedral on weekends and secure the building at closing.
- Cover duties for Sextons on days off as needed.
- Any and all appropriate duties as required by the Head Sexton.

**SPECIFICATIONS AND PREREQUISITES:** Heavy lifting of boxes and furniture. Knowledge of cleaning products. Good people skills for evening and weekend public contact.

**EDUCATION:** High school diploma or GED.