



## St. John's Episcopal Church – Building Caretaker/ Sexton Position

Job Description: St. John's Episcopal Church, located in the Linden Hills neighborhood of Southwest Minneapolis, is seeking a part-time Building Caretaker / Handyperson (the "Sexton"). We seek someone with a wide range of "handy" skills, experience with older buildings, and ideally someone with a boiler license or willing to acquire one at St. John's cost. The Sexton will be the point person for coordinating repairs that go outside his or her abilities, keep an eye on pending projects, and work with the church staff and the Buildings & Grounds Committee to have building needs met. Position requires someone reliable, able to problem-solve, coordinate, and communicate well with staff, parishioners, and neighbors. The primary cleaning, snow removal, and lawn care is performed by outside vendors; the Sexton will be required to supplement these duties as described below. The Sexton reports to and is supervised by the Rector.

This is a salaried part time position with annual pay of \$15,000. Average hours between 10-15 per week, though this will vary depending on building needs, including regular weekends and a few evenings per week. Some hours can be flexible with the Rector's approval. Benefits include one week paid vacation.

### Job Duties:

- Attend weekly staff meetings and, when needed, quarterly Building and Grounds meetings. When directed by the Rector, work with Building and Grounds Committee on completion of the committee's project lists
- Contact/work with handypersons, electricians, plumbers, annual inspection and maintenance teams as needed
- Keep abreast of all building needs, such as major repairs and larger painting jobs, and advise the Rector on prioritizing and planning for these repairs
- Fix minor maintenance items: weather-stripping of doors, touch-up painting, light gutter repairs, minor plumbing projects, etc.
- Maintain current boiler license (or be willing to get a boiler license as soon as reasonably possible at St John's expense), maintain daily boiler log, and contract for boiler maintenance
- Routine jobs: replace lightbulbs; replace cleaning supplies, toilet paper, paper towels, tissues; monitor kitchen for needed items such as dishwasher detergent
- Set up tables, chairs etc. for Sunday on Saturday night; spot clean as needed
- Take down tables, chairs, and other equipment on Sunday afternoons
- Setup and tear down tables and chairs, and vacuum daycare / take out their recycling, on Wednesday nights
- Take recycling bins to the street for Friday pickup and return them to enclosure
- Manage all compost collection and disposal
- Setup and tear down for special events, funerals, and weddings; contract with extra custodial services as needed
- Perform minimal winter maintenance tasks to supplement major snow removal which is performed by an outside contractor such as keep steps clear of ice / snow, put down sand, do occasional roof snow removal, etc.
- Other jobs as assigned by the Rector
- Maintain cordial, proactive and professional communication with staff, parishioners, day care, neighbors and outside contractors

**To apply, please email or mail please send letter of interest plus work experience by July 1, 2019** to: [info@stjohns-mpls.org](mailto:info@stjohns-mpls.org), Allen Gooch, Junior Warden, St. John's Episcopal Church, 4201 Sheridan Ave. S., Minneapolis, MN 55410