

Ascension Episcopal Church of Stillwater, Minnesota, is looking for a custodian (Sexton) to keep the church clean and orderly between services, events, and daily activities. This is a part-time, hourly position of roughly 15-20 hours per week.

Responsibilities: This position will report to the Director of Operations and receive requests for help from all staff members, parishioners, and guests. The ability to be flexible with working hours is essential.

- Clean and sanitize the church according to daily, weekly, and monthly schedules
- Report maintenance and/or repair needs
- Assist with event preparations, including set-up and take-down of furniture and AV equipment
- Maintain inventory of supplies and inform the Director of Operations when reserves are depleted
- Attend meetings and training as assigned
- Coordinate with outside contractors as necessary

Requirements:

- No degree is necessary, but experience working in a church environment is desired
- Knowledge of cleaning, disinfecting, and safety procedures
- Flexibility with their schedule to adjust to the needs of the church from week to week
- Ability to lift up to 50 lbs.
- High level of attention to detail and dependable
- Interact respectfully and productively with other staff, parishioners, and guests
- Ability to work independently and prioritize varied tasks
- Available for on-call or emergencies
- Boiler special certification is desired but not required

Please contact the church office at (651) 439-2609 or office@aechurch.org if you are interested in learning more.