

## **Sexton Job Description**

**Overview:** The sexton serves to maintain a high standard of readiness of Church facilities and grounds to enable the work and ministry of the congregation and to create a clean and safe place for members, guests, and staff. This includes supervising contracted cleaning service or deep cleaning of kitchen, restrooms, church, general gathering spaces, as well as basic maintenance and repairs and changing out and ordering supplies as needed. Duties also include supervision of contracted lawn service, snow removal service, boiler operations service and contracting basic, minor repair services as needed. The Sexton reports to the Rector, functions as a member of the church staff, and collaborates with the Vestry (Senior Warden) and Property Committee Chair, and is a member of the Property Committee.

**Hours:** Part-time, 12-18 hours weekly; nonexempt

**Sexton Responsibilities:** The sexton should be on site at the church three to five days per week for the assigned duties. The sexton is expected to support the mission of St. Paul's Episcopal Church and be a positive representative to the community. The sexton should maintain positive communications and relationships with staff, parishioners, and contractors, and is expected to respond to communications with the Vestry wardens, Property Committee Chair, and Rector of the Parish in a timely manner.

**Responsibilities include but are not limited to:**

- The duties listed may not be an all inclusive list and may be modified, added to, or eliminated over time.
- Coordinate contractors associated with building maintenance including cleaning service, boiler maintenance, landscaping, and snow removal.
- In collaboration with the Property Committee Chair obtain proposals and bids as appropriate from external contractors for approved projects and repairs.
- Respond to repair needs either personally or by hiring professional assistance.
- Set up and take down for church events including moving tables, chairs, and handling the dishwasher as needed.
- When cleaning service is unavailable, clean rooms, kitchen, and bathrooms as needed.
- Check the building and mechanical systems integrity and safety frequently.
- Sidewalks and entry areas: clean, shovel, sweep, and/or sand as needed
- Carriage House: check building and mechanical systems integrity and safety
- Lawn care: mow and trim areas not done by hired lawn service.
- Be available to assist in setup and cleanup of funerals and other non-regular church events
- The sexton is encouraged to recruit and empower volunteer members of the faith community to participate in this work as a part of their ministry.

**Qualifications and Skills Required**

- High School Diploma or GED
- Experience with facilities management preferred
- Flexibility and dependability
- Successfully pass a criminal background check and complete mandatory safe church training
- Be able to work independently with limited day-to-day guidance or monitoring
- Be able to communicate both orally and written; read, understand, and follow instructions, and schedules
- Be able to lift, push, pull and move equipment and supplies, up to 50 pounds, and transport up to 150 pounds with mechanical assistance. Climb stairs and ladders.