

Sexton

Position Title: Sexton

Reports to: Rector

Hours: 10-12 hours/week, schedule to be determined in collaboration with the Rector.
(Day shift, Sunday and Weekend availability)

Compensation: \$15-17/hour depending on experience

About the Position

The Sexton is responsible for maintaining the cleanliness and upkeep of the Christ Memorial Episcopal Church building and grounds. This includes performing routine cleaning tasks, minor repairs, and room setups, while ensuring a safe and clean working environment for all.

Responsibilities

- **Weekly Tasks:**
 - Keep entrances and yard clear of debris
 - Rotate vacuuming, sweeping, and dusting of the entire building
 - Ensure clean and well-stocked bathrooms and kitchens
 - Empty trash and recycle appropriately
 - Monitor and adjust heating/cooling thermostats
 - Open and close and lock doors and entrances for Sunday morning services and other events.
 - Prepare church for services (dust, replace light bulbs, mop floors, check baptismal font)
 - Clean Kitchen and Community room
 - Arrange chairs and set up tables as needed for individual events/functions
 - Clean outdoor areas and water plants
 - Clean doors and windows
- **As-Needed Tasks:**
 - Provide inventory list to Parish Administrator
 - Maintain certifications for fire extinguishers, AED, and facilitate yearly insurance inspections
 - Report safety and repair issues
 - Assist with seasonal decorations
 - Perform setups and cleanups for weddings, funerals, and other events
 - Maintain tools and equipment

- Clean light fixtures
- Keep entryways clear of ice and snow (e.g. put down ice melt, etc)
- Mow the lawn of rectory and church

Qualifications

- **Required:**
 - High school diploma or equivalent
 - 6 months of experience in custodial, cleaning, or grounds maintenance preferred.
 - Ability to complete Safeguarding God's People training
 - Satisfactory results of background and reference check
- **Skills and Abilities:**
 - Knowledge of cleaning techniques, chemicals, and safety practices
 - Ability to follow instructions, work independently, and communicate effectively
 - Physical stamina for standing, walking, lifting (up to 50 lbs.), bending, and kneeling
 - Ability to use cleaning equipment, lawn mower, and edger
 - Ability to work on a ladder

Compensation

- **Part-time:** 10-12 hours per week - weekly time card submitted
 - Day shift
 - Weekend availability.
- **Salary:** \$15-17/hour, depending on experience
- **Paid Time Off :** (*Sick leave/vacation time*) - 10 hours - provided after successfully completing six (6) months of service and 12 hours provided annually, thereafter. Where illness is related to the ability to complete the tasks of the position (such as not being able to lift, carry, etc.), a medical return to work excuse is required with instructions for duty limitations and the estimated time of limitations.

We are an Equal Opportunity Employer and value diversity at our church.