

CHURCH SEXTON JOB DESCRIPTION

April 23, 2021

Position Summary

The Sexton has day-to-day responsibility for keeping the church buildings, entryways and parking lots in a state of cleanliness and ready for use while maintaining a safe work environment. The Sexton reports to the Church Administrator. The position is part time, year-round, salaried, and will require work on the weekends as well as weekdays to ensure that the facility is cleaned and prepared for church sponsored activities.

Responsibilities

- Opens the building on Sunday morning
 - Sets temperatures in all three buildings according to the weather
 - Sets up tables/chairs in dining room
 - Unlock all interior/exterior doors
 - Set up for after service events as needed
 - Prepares FF classes as necessary and requested by Director of FF
 - Setting up chapel on chapel Sunday's (chairs, etc)
 - Moving tables as needed
 - Other assigned tasks as needed
- Building housekeeping and maintenance
 - Schedule and complete work to ensure the building is clean and neat for all church sponsored functions - Tasks include:
 - Maintain cleanliness of Kitchen and Dining Room
 - Weekly, or as needed, clean all common areas, bathrooms, and offices
 - Included, but not limited to: vacuuming, emptying trash, mopping, dusting, cleaning windows ,etc
 - Periodically "deep clean" carpeting, rugs, upholstery, walls, cabinets, furniture,blinds and windows.
 - Perform low level maintenance and repairs
 - Gather laundry for local laundry service pickup and put it away when it is returned.
 - Manage cleaning supplies, including safe storage and required record keeping
 - Monitor the security of the buildings on a daily basis
 - Be aware of hazardous materials/chemicals in the building
 - Maintain areas used by Children's Wintergarden with White wing School in accordance with requirements of NAEYC accreditation criteria - Tasks include:
 - Cleaning classrooms, bathrooms, offices and hallways, including but not limited to mopping classroom and hallway floors 2-3 times a week.
 - Lay ice melt and spot shovel as necessary prior to beginning of school during the week, ensuring classroom doorways are cleared of snow for emergency purposes.

- Clean and prepare CWG-WWS classrooms for Religious Education classes at end of CWG-WWS school week, and then set up and clean for CWW-WWS use prior to school starting time Monday
 - Coordinate with the Church Administrator to understand the needs and timing of church sponsored functions. Arrange facilities, chairs and tables for such functions as required
 - Grounds maintenance - Tasks include:
 - Sweep walks and porches on a regular basis
 - Monitor exterior of the building for maintenance needs
 - Ensure yards and parking lots free of trash, debris, and branches
 - Ensure the availability and accessibility of ice melt, sand, and shovels at all times during winter months
 - Treat ice and spot shovel as necessary to ensure the safety of persons using the church
 - All other duties as assigned
 - Administrative duties
 - Report health and safety code violations and concerns to the Church Administrator
 - Notify Church Administrator of required maintenance/repairs and schedule with local contractors to ensure work is completed.
 - Be present, or ensure the Church Administrator is present, for contractors to provide them access to building, answer questions, etc.
 - Submit any invoices for completed work to Church Administrator for payment
 - Qualifications
 - Respect for UU values
 - Committed to the mission of the church
 - High School diploma, or equivalent experience
 - Self motivated, ability to organize own work and locate assistance when necessary
 - Knowledge and experience in housekeeping and maintenance, use of equipment, health and sanitation standards
 - Knowledge of and experience with tools used in light maintenance and repairs
 - Physical ability to perform all assigned duties
 - Knowledge of safe working requirements
 - Good communication skills

Hours

- Some evenings and weekends may be required.
- 25-27 hours per week.
- Sunday-Thursday
- Sunday AM hours, Mon-Thurs afternoon/early evening hours

- Exact hours will be negotiated upon hiring.
- Be available for emergencies as they arise

Pay and Benefits:

\$17.50 per hour

Offered Benefits:

- Long Term Disability
- Life Insurance
- Retirement
- 50% of health insurance premium with employee plan