

## CHURCH SEXTON JOB DESCRIPTION

April 2024

### Position Summary

The Sexton has day-to-day responsibility for keeping the church buildings, entryways and parking lots in a state of cleanliness, safety, and ready for use while maintaining a safe work environment. The Sexton reports to the Church Administrator. The position is 20 hours a week, year-round, with semi-flexible hours Monday-Friday.

### Responsibilities

- Building housekeeping and maintenance
  - 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 mopping classroom floors daily and hallway floors at least weekly, and changing out trash bags daily.
    - 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.
    - Deep clean classrooms 4 times per year, including shampooing rugs - during vacation weeks and over the summer.
  - 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 and drop off
  - 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
  - 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 daily
    - Monitor exterior of the building for maintenance needs
    - Ensure yards and parking lots free of trash, debris, and branches
    - Communicate with plow company about any special needs

- 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
  - Attend quarterly Property Team meetings & occasional Property Team clean up events
  - Respond to calls from Alarm Company as needed
  - All other duties as assigned
    - Examples include but are not limited to: setting up for outdoor events, small painting and maintenance tasks, mulching playgrounds, etc.
- Administrative duties
  - Acquire janitorial supplies and paper goods
  - 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
  - **Self motivated, ability to organize own work and locate assistance when necessary**
  - Respect for UU values and the mission of the church
  - High School diploma, or equivalent experience
  - Knowledge and experience in housekeeping and maintenance, use of maintenance 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

- 20 hours per week.
- Monday-Friday early morning hours (5:30am-9:30am preferred)
- Exact hours will be negotiated upon hiring.
- Be available for emergencies as they arise

## Pay and Benefits:

\$22 per hour

Offered Benefits:

- Long Term Disability Insurance
- Life Insurance
- Retirement contribution (after 1 year of employment)