

SUNDAY SEXTON JOB DESCRIPTION

April 2024

Position Summary

The Sunday Sexton has Sunday morning 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 Sunday Sexton reports to the Church Administrator. The position is 5 hours a week, year-round, 8am-1pm on Sundays. There will be periodic opportunities for additional hours to cover special events.

Responsibilities

Setup:

- Open the building on Sunday morning
- Set temperatures in all three buildings according to the weather
- Cleans and sets up sanctuary as needed
- Set up tables/chairs in dining room as needed
- Set up for after service events as needed
- Check bathrooms for cleanliness and supplies
- Prepare Faith Formation classes as necessary and requested by Director of Faith Formation
- Sweep walks and porches
- Ensure yards and parking lots free of trash, debris, and branches
- Treat ice and spot shovel as necessary to ensure the safety of persons using the church

Coffee Crew Lead:

- Supervise and work with volunteers to prepare coffee and tea and set up the dining room for Fellowship Hour
- Supervise and work with volunteers to clean up kitchen and dining room after Fellowship Hour

Cleanup:

- Clean sanctuary and other rooms as needed
- Check bathrooms for cleanliness and supplies
- Take out trash, recycling and compost throughout the building
- Return thermostats to evening settings
- Inform Church Administrator of any building needs, as needed
- Lock all doors and set alarms if building is empty

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
- Physical ability to perform all assigned duties
- Knowledge of safe working requirements
- Good communication skills
- Ability to manage volunteers

Hours

- Sundays, 8am-1pm
- Christmas Eve, 4pm-9pm
- Additional hours may be available for special events

Pay and Benefits:

\$20 per hour

As this is a part-time position, no benefits are offered.