

## Sexton

**Reports to:** Facility Manager

**Job Description:** Responsible for the overall janitorial, set-up and break down requirements, and minor maintenance repairs of the church facilities and grounds as scheduled and directed by the Facilities Manager.

**Working hours:** Part time flexible hours, evenings and weekends will be required, schedule varies weekly.

**Responsibilities:**

- Follow the directions prepared by the Facilities Manager in making sure that the areas designated are clean and ready for scheduled events. This includes:
  - Setting up furniture as needed
  - Vacuuming or mopping floors in the area before and after the event
  - Returning areas to its original condition
- As directed, shampoo carpets in the facility, making sure that the proper safety precautions and use of equipment is practiced and that equipment is returned to storage in a clean and ready-for-operation condition.
- When responsible, secure the facility after every function is completed. This requires checking all exterior doors to assure they are locked, all interior doors that should be locked, all lights turned off and returning HVAC thermostats back to normal operating schedule before leaving premises.
- Sunday mornings:
  - Report to the church to open the facility in ample time to have ready for the scheduled worship services:
  - Turn lights on and unlock outside doors.
  - Contact the minister in charge to see if any additional things are required, and then stay visible in the event your presence is required.
  - When worship service is completed and facility vacated, return the facility to its original condition.
- When a wedding or memorial service is scheduled, the sexton on duty will coordinated his/her activities with the other personnel working the event and do what is required to assure a smooth-running function.
- In addition to the above, the sexton will also be responsible for the following:
  - Vacuum, clean, and remove trash from classrooms, offices and common spaces.
  - Prepare rooms for special events.
  - Assist in kitchen when church-sponsored meals are being served.
  - Maintain outside grounds on occasion in the event of a storm be prepared to help clean up parking areas, sidewalks, and courtyard in preparation for services or work.
  - Wash and clean tables used in Fellowship Hall and/or Gathering Space for meal service, using warm soapy water or appropriate cleaner, on a regular scheduled basis.
  - Put away cleaning, and paper supplies when delivered by vendor.
  - Replace light bulbs and conduct minor maintenance items with direction from the Facility Manager.
  - Set up sanctuary or chapel for weddings, memorials, funerals, communion and Worship as directed by others.
  - Wash windows as needed and directed.
  - Make sure all restrooms are clean and properly stocked with paper products on a daily basis.
  - Be willing to learn and operate A/V equipment in various areas for different events.
  - Report any problems with any utilities or systems to the Facilities Manager as soon as observed so that appropriate corrective action can be started.