

Sexton - Job Description – All Saints’ Episcopal Church

I. SEXTON JOB SUMMARY

The purpose of the Sexton is to keep All Saints’ building and grounds clean and orderly; perform basic preventative maintenance and repairs; set up church/rooms for use as needed. Keep Office Administrator, Rector and/or Wardens advised of dangers/concerns about the condition and maintenance of buildings and grounds. Keep and maintain a 30-day supply of regularly used cleaning and maintenance supplies.

II. JOB RESPONSIBILITIES

DAILY

- a. Keep all church entrances and yard clear of debris/litter. Keep leaves and dirt away from entrances. Augment snow removal contractor when sudden conditions necessitate keeping entrance clear of ice and snow.
- b. When conditions demand it, set up rolling dehumidifier and monitor output.
- c. Coordinate with housekeeping and/or kitchen manager to assure that all bathrooms and both downstairs kitchen areas are clean and have adequate supplies as needed.
- d. Monitor compliance of items placed in trash and cardboard recycling bins. Report non-compliances to wardens or parish administrator.
- e. Monitor heating & cooling thermostats, making sure they are turned on or off as required.

AS NEEDED

- a. Count inventory to determine list of needed housekeeping and maintenance supplies and provide list to Office Administrator.
- b. Assess the operation of the lawn sprinkler system by visually monitoring browned out areas. Re-aim/repair heads that are not operating properly.
- c. Clear snow between snow removal service clearing when conditions demand it.
- d. Monitor and maintain sprinkler system as outlined above.
- e. Report unsafe conditions and facilities in need of repair to Rector and/or Warden
- f. Assist in setting up, taking down and putting away seasonal decorations.
- g. Perform needed set-up and dismantling, before and after weddings, funeral services and other special functions. Augment housekeepers in cleanup when directed.
- h. Perform routine maintenance and basic repairs.
- i. Buff and wax floors as needed.
- j. Paint and maintain finishes.
- i. Make sure all tools and supplies are properly maintained and stored appropriately.
- j. Clean light fixtures.
- k. Other duties may be required.

OCCASSIONAL (May require extra pay or comp. time)

- a. Serve as the liaison contact, for vendor technicians and tradesmen hired to perform work on Church property.
- b. Open and close church before and after functions, when directed.

III. REQUIRED SKILLS AND EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required:

- a. Education & Experience –one to three years related experience or training.
- b. The ability to read, communicate, comprehend and carry out instructions, short correspondence and memos.
- c. Ability to add, subtract, multiply and divide units of measure.
- d. The candidate for this position must have adequate reliable transportation.
- e. The candidate must be a self-starter, capable of taking initiative while at the same time being responsible and accountable to other staff members with whom he or she will be working.
- f. Provide and receive work-related text and/or voice messages from Staff and/or wardens via the use of personal cell phone.
- g. Have demonstrable ability to troubleshoot and perform basic plumbing and 110 Volt electrical repairs e.g. lamp switches and sockets, circuit failures, toilet and sink fixture repairs, etc.

IV. PHYSICAL DEMANDS

a. The individual in this position must possess physical and sensory ability necessary to safely and successfully perform all essential job functions and responsibilities. This includes but is not limited to:

1. The ability to safely work with power tools such as drills, saws, floor buffer.
2. The ability to climb steps and ladders as well as to bend, pull and push.
3. The ability to move and carry objects.
4. The ability to carry and lift up to 35 lbs.

Candidates for this position must complete a required background check. The individual hired will report to the Rector and/or other staff as designated

V. HOURS & COMPENSATION

This position will start at 15 hours per week, with the possibility of additional compensable hours based upon workload. The position calls for the employee to work flexible hours as conditions demand. Competitive pay based on experience.

VI. APPLICATION

Please send a resume and the name and contact information for three references to allsaints@allsaintspontiac.org. Please include the phrase "Sexton Application" in the subject line. Call the office at 248 334-4571 if you have additional questions.