



Sexton / Custodian

(Part-Time, Approximately 10 Hours per Week)

St. Martin's Episcopal Church – Chagrin Falls, OH
Compensation: \$25/hour

About St. Martin's

St. Martin's Episcopal Church in Chagrin Falls is a welcoming, active parish committed to hospitality, community engagement, and faithful worship. Our building is used throughout the week not only for Sunday services, but also for a wide range of community partnerships. We host weekly support groups, music recitals, and local events, making our space a gathering place for people across the wider community.

We take pride in maintaining a clean, beautiful, and well-cared-for environment that reflects our values of stewardship and welcome. The Sexton/Custodian plays a key role in supporting this mission by helping ensure that our spaces are ready, inviting, and functional for all who enter.

Position Summary

St. Martin's Episcopal Church is seeking a dependable and detail-oriented Sexton/Custodian to support the care and cleanliness of our church facilities. This role ensures that all interior spaces are clean, orderly, and properly prepared for worship services, meetings, and parish activities. The position plays an important role in maintaining a welcoming and well-stewarded environment.

This position reports directly to the Priest-in-Charge.

Schedule

- Approximately 10 hours per week
- Flexible scheduling with independent task completion



ST MARTIN'S
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Primary Responsibilities

Perform routine cleaning and upkeep of church interiors

The church includes several thousand square feet of interior space. High-traffic areas such as the fellowship hall, kitchenette, bathrooms, and entryways require regular cleaning, while other spaces are used less frequently. The Sexton/Custodian will work with the Priest-in-Charge to establish an appropriate cleaning schedule based on building use.

Ensure spaces are properly prepared for worship and events

This may include setting up and breaking down tables, chairs, and other furnishings for worship services, funerals, meetings, and special events.

Monitor facility condition and report maintenance needs

Alert church leadership to maintenance concerns such as plumbing issues, equipment malfunctions, safety hazards, or other facility needs.

Restock supplies and communicate facility needs

Provide input regarding cleaning supplies, equipment, and facility-related purchasing needs.

Maintain overall cleanliness, safety, and orderliness of all interior spaces

Qualifications

- Reliable, self-motivated, and able to work independently
- Strong attention to detail and consistent follow-through
- Ability to work respectfully in a sacred space
- Clear communication and responsiveness
- Prior custodial or cleaning experience preferred

Physical Requirements

- Ability to lift and carry up to 30 pounds
- Ability to stand, walk, bend, climb stairs, and perform routine cleaning tasks
- Ability to work safely with standard cleaning products and equipment



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Application Instructions

Interested candidates should send to saintmartinschagrinfalls@gmail.com

- a brief letter of interest
- a resume or summary of relevant experience
- two professional references

Employment is contingent upon the successful completion of a background check.

Equal Opportunity Statement

St. Martin's Episcopal Church is an equal opportunity employer. Employment decisions are made without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, veteran status, or any other status protected by applicable federal, state, or local law.