

Grace Episcopal Church - Sexton Job Description

Position Summary:

The Sexton is responsible for keeping the Church building and grounds clean, orderly, and safe. This includes setting up rooms for events and performing basic maintenance.

Reports To:

The Sexton reports to the Junior Warden or to the Bishop's Warden if the Junior Warden is unavailable.

Key Responsibilities:

Safety & Security:

- Report any unsafe conditions or maintenance concerns to the Wardens, Vicar, or Office Administrator.
- Ensure all windows and doors are locked and water faucets are off after work.
- Check that fire extinguishers, AEDs, smoke detectors, and emergency lighting are in place and inspected.
- Replace light bulbs as needed.
- Report problems to the Junior Warden promptly.

Manage Supplies:

- Weekly inventory cleaning and maintenance supplies and report needs to the Bishop's Warden via email (graceseniorwarden@gmail.com).
- Keep maintenance and storage areas organized.

Church Functions:

- Regularly check the Church calendar for all scheduled events.
- Plan work to ensure the building and grounds are clean and neat for all functions, especially Sunday services.
- Arrange facilities, chairs, and tables as needed, especially for Sunday Fellowship setup on Saturday.
- Put away chairs and tables and sweep/mop Parish Hall floors on Sunday evening or Monday morning.
- Set up classrooms for Godly Play Education on Sundays.
- Assist with setting up and taking down seasonal decorations.

Extra Functions (Additional Pay):

- The Sexton is expected to work extra functions outside of regular Church programming. These services are billed directly to the lessee and paid to the Sexton before the service.

Cleaning:

- Keep church entrances and grounds clear of debris.
- Ensure bathrooms and kitchen areas are clean and stocked with toilet tissue and paper towels.
- Wash and disinfect toilets at least once per week, especially before Sunday services.
- Regularly sweep, vacuum, and dust the Church building and Parish Hall.
- Empty wastebaskets and dispose of trash and recyclables properly.
- Sweep and mop Parish Hall floors at least twice weekly, or more often as needed.
- Vacuum the Sanctuary floor weekly.
- Dust pulpit, piano, organ, furniture, and windowsills monthly.
- Clean sinks once per week, or more often if needed.

Grounds:

- Pick up trash and litter on walks, drives, and parking areas during each visit and before Sunday services.
- Visually check for possible sprinkler system malfunction. Report any issues to the Junior Warden.
- Sweep entrance walkway as needed.
- Perform other common custodial duties.

Physical Qualifications:

Candidates must be able to safely perform all job duties, including:

- Working with power tools (drills, saws).
- Climbing steps and ladders.
- Lifting, pushing, pulling, and moving equipment up to 25 pounds, and transporting up to 150 pounds with mechanical assistance.
- Reading and understanding instructions.
- Basic math skills (add, subtract, multiply, divide).

Education/Experience:

- High School graduate preferred.
- Ability to read and write (English preferred).
- Some facility maintenance experience is preferred.

Other Requirements:

- Must have reliable transportation.
- Be a self-starter, take initiative, and be accountable to staff.
- General good health and ability to work independently and make decisions when necessary.
- Excellent time management and multi-tasking skills.
- Completion of a background check and Safe Church Safe Communities training is required.

Reporting Relationships:

- Primarily reports to the Junior Warden, with coordinating responsibilities to the Bishop's Warden.
- Hiring and termination decisions are made jointly by the Vestry and the Vicar.

Hours & Compensation:

- Part-time position, averaging 15-20 hours per week, with some flexibility for busier/slower weeks.
- Starting at 15 hours per week, with potential for additional paid hours.
- Starting salary: \$20/hour.
- Must be available Saturday and Sunday afternoons, and either Monday, Tuesday, or Wednesday morning/afternoon (coordinated with Junior Warden).
- Weekly timesheets will be submitted to the Office Administrator.
- Concerns about time allotments should be brought to the Junior Warden.
- Sick leave: 1 hour for every 30 hours worked, up to 40 hours/5 days per year.
- In case of illness, contact the Junior Warden and/or Bishop's Warden. The Junior Warden will arrange coverage for essential duties.

To Apply:

- Please send a resume and contact information for three references to gracesmsecretary@gmail.com.
- Include "Sexton Application" in the subject line.
- For questions, call the office at (760) 744-7667.