

**Saint Barnabas Episcopal Church
Falmouth, Massachusetts**

Job Description - Sexton

The sexton cleans, maintains and secures all buildings on the Saint Barnabas campus, except for the rectory and Creighton House for which the sexton provides minor repairs upon request. The sexton works to minimize fire, injury and security risks for the entire campus, including the general safety for all people while on campus. The sexton reports to the Parish Administrator and liaises with the Property Ministry Committee.

The sexton typically works for 16 hours per week normally on weekdays with occasional evening or weekend duties. The position pays \$25 to \$30/hour depending on experience and qualifications. Note that no health, retirement or vacation benefits are associated with this part-time position. Like all Saint Barnabas employees, the sexton serves as an at-will employee who is subject to the prevailing personnel policies of the parish.

Building maintenance and repair job functions:

- Cleans, maintains, provides minor repairs and security for all campus buildings, with the exception of the Rectory and Creighton House, unless assigned specific repair or maintenance tasks are needed within these residential buildings;
- Records maintenance and repair logs for all buildings, including vendor logs, manuals, warranties, etc.;
- Monitors mechanical systems for all buildings, conducts minor repairs where skills permit, and coordinates vendor visits as needed, including annual inspections for safety devices like fire extinguishers, smoke detectors and emergency lights;
- Completes seasonal tasks like window and facade cleaning, small paint jobs, gutter cleaning, changing interior and exterior lights as needed, and heating/AC temperature checks;
- Works to reduce winter risks of frozen plumbing pipes in all buildings;
- Sets up and takes down needed chairs and tables for church meetings and usage by outside groups;
- Removes natural or man-made debris from the campus, especially after natural storms or acts of vandalism;
- Provides support for the Memorial Garden, including opening/closing small holes for the interment of cremated remains and coordinating with the vendor who creates memorial markers;
- Works on site to support parish special events like the Christmas Fair, Strawberry Festival, Lobster on the Lawn, occasional major events and building emergencies, some of which occur on evenings or weekends;
- Responds to fire alarms or potential security breaches, sometimes at off hours;
- Provides support between snow/ice contractor visits when safety hazards arise;
- Opens and secures all buildings as needed, including temperature adjustments;
- Attends monthly Property Ministry meetings as *ex officio* member;

- Maintains a daily electronic project log and reports mechanical or visual repair areas on campus or in buildings to the Rector and Property Ministry in a timely manner;
- Additional duties as assigned by the Rector.

Physical Requirements

The sexton must be able to exercise moderate and occasionally strong physical effort in performing duties that involve frequent lifting and moving of furniture or equipment, removing snow or chipping ice. The sexton must be able to reach overhead, bend, kneel, climb ladders, lift up to 80 pounds, push and pull cleaning equipment.

Additional Requirements:

High school diploma or equivalent

Valid driver's license

U.S. citizenship or green card

English language proficiency

Competence using electronic communication—email, text, project log