



Sexton / Facilities Manager (Full-Time)

The Sexton is responsible to maintain, set-up, and clean the church campus, in support of the worship life and activities of the parish.

Schedule:

Full-time (40 hours/week), normally Monday–Friday, 12:00 p.m.–9:00 p.m., including a one-hour meal break. Schedule may be adjusted for parish services, events, and seasonal needs, including occasional Saturdays.

Reporting:

Reports to the Rector; works closely with the Junior Warden.

Core Responsibilities

Facilities Oversight & Maintenance

- Monitor overall condition of buildings and grounds, identifying maintenance needs and potential issues.
 - Perform routine maintenance and minor repairs (e.g., fixtures, basic plumbing, lighting, and adjustments).
 - Recommend solutions for repair or improvement projects and assist in prioritizing needs in coordination with the Junior Warden.
 - Serve as primary on-site liaison for contractors and service providers, ensuring work is completed appropriately.
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Weekly Tasks

- Complete full campus cleaning schedule.
 - Maintain inventory of supplies, equipment, and consumables.
 - Ensure all spaces are clean, arranged, and ready for services and events.
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Daily Tasks

- Inspect facilities and address immediate maintenance needs.
 - Maintain cleanliness in high-use entrances, and common spaces.
 - Empty trash, restock supplies, clean and disinfect kitchen and restrooms.
 - Set up spaces for next scheduled use.
 - Secure building and manage the alarm system.
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Special Events

- Set up and reset spaces for worship services, weddings, funerals, and parish events.
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Biannual

- Wash accessible windows.
 - Deep clean restrooms.
 - Buff hard-surface floors.
 - Inspect gutters and report drainage concerns.
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Qualifications

- Must successfully complete Safeguarding training including background screening.
 - Experience in facilities management, building maintenance, or custodial work; oversight or coordination of building systems strongly preferred.
 - Working knowledge of basic building systems (HVAC, plumbing, electrical) and ability to identify issues and recommend next steps.
 - Ability to perform minor repairs and use standard tools safely and effectively.
 - Demonstrated ability to manage vendors or contractors and monitor quality of work.
 - Strong organizational skills and ability to work independently and prioritize tasks.
 - Attention to detail, reliability, and a proactive approach to problem-solving.
 - Physical ability to lift up to 40 pounds and perform routine cleaning and maintenance tasks.
 - Willingness to work a flexible schedule, including occasional Saturdays and special events.
 - Respect for the mission and life of the church.
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Compensation & Benefits

- Salary range: \$42,500–\$45,000 annually, based on qualifications and experience.
 - Full health benefits.
 - Retirement plan with employer matching pension.
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General Expectations

- Maintain a high standard of cleanliness, safety, and hospitality across the campus.
- Exercise initiative in identifying needs and improving facilities.
- Duties and schedule may be adjusted to meet the needs of the parish.

TO APPLY, please fill out the electronic application form at this address:

<https://forms.gle/VvRRzKZJvfgceP9x9>

Applications will be accepted until the position is filled.