

**Job Description for
Holy Spirit Episcopal Church
Sexton**

General Job Description: The Sexton is responsible for the general repairs, preventative maintenance, cleaning of the Church facility and maintenance of the Church property. When outside services or contractors are required, the Sexton would coordinate those resources and ensure that their work is performed satisfactorily. This position would also assist and coordinate maintenance of the Church Thrift Shop facility.

Duties would include but not limited to:

1. Maintain safety devices in the facilities such as fire extinguishers, smoke detectors, and emergency lighting. Ensure that they are inspected as required.
2. Use appropriate personal safety equipment for the task and the proper equipment to safely perform the work. Identifies any unsafe conditions or practices in the facility and communicates to supervisor.
3. Clean the Church by sweeping, vacuuming, scrubbing and polishing as required. Remove trash and place in the dumpster for proper disposal. Maintain the Church grounds by mowing, trimming, mulching, etc.
4. Adjust thermostats and lighting based on Church activities. Replace light bulbs and HVAC system filters. Maintain other systems and appliances.
5. Perform minor repairs and trouble shoot building systems, based on experience, to identify the resources needed to resolve the problem.
6. Set up and take down chairs and tables as needed for Church functions
7. Maintains records of expenses and submits receipts and invoices to the Church Administrator for processing.
8. Coordinates projects and communicates with the Church Junior Warden as appropriate on the status of projects or assignments.
9. Deal cordially and tactfully with staff, volunteers, church members, contractors and church guests.

Position reports to: The Church Rector or his designee

Scheduled work hours: This is a scheduled part-time salaried position with the scheduled hours determined by the Employee's Letter of Agreement

Education/Experience/Licenses: High School graduation is preferred. Able to read, write and speak English. Some previous facility maintenance experience preferred. Must have valid Driver's License.

Specific Requirements: Must be in general good health and have the ability to work independently and make independent decisions when circumstances warrant. Must be able to manage time and multiple tasks and projects. May be required to lift, push, pull and move equipment, supplies, etc., up to 25 pounds and transport up to 150 pounds with mechanical assistance.

