

St. Mark's Episcopal Church

Job Description

Title: Sexton (Part-time)-

Date: April 2022

Reports to: Rector

Prepared by: Personnel Committee

Summary

The Sexton is responsible for the opening and closing of the building in accordance with security guidelines, cleanliness of the building, as well as for general hospitality, safety and security. Hours expectation is up to 10 hours per week: 5-6 hours each Sunday (currently 9 a.m. – 2 p.m.) with another 4-5 hour shift at mutually agreed upon times to occur on Thursday, Friday or Saturday.

Duties and Responsibilities

The following are to be performed in accordance with a schedule of duties as maintained in the church office:

Open and close the building on Sundays to include turning on/off lights, unlocking and locking main doors and elevator, checking for general cleanliness around the entrances and ensuring building security at all times.

Support Sunday Coffee Hour by setting up tables and chairs, setting linens and service ware, helping volunteer teams by monitoring the ovens and warmer, putting out trays and beverage servers. Duties include assistance with clearing at the conclusion of Coffee Hour, as well as washing and storing dishes, washing and storing table and kitchen linens and sweeping and mopping up kitchen and Parish Hall as needed.

Maintain cleanliness of sacred worship, fellowship and office spaces. in accordance with schedule of duties. Duties may include (but are not limited to):

emptying trash and recycle; vacuuming, sweeping, wet mopping, dusting, and wiping down all surfaces.

Conduct regular maintenance of restrooms, to include cleaning sinks, vanities, toilets and floors, as well as ensuring restrooms are supplied with paper products and hand soap at all times. Restroom maintenance shall include emptying and cleanliness of trash cans and replacement of light bulbs.

Ensure supply storage (paper products, cleaning supplies, etc.) is well-stocked and maintained in a neat, clean and orderly fashion; advise Parish Administrator when supplies begin to run low.

Other duties as assigned by the Rector or the Parish Administrator.

Hours Expectation

Up to 10 hours per week: 5-6 hours each Sunday (currently 9 a.m. – 2 p.m.) with another 4-5 hour shift at mutually agreed upon times to occur on Thursday, Friday or Saturday.

Hourly Pay Range

\$15-\$20 per hour based upon previous work experience.

Required Knowledge, Skills and Abilities

Candidates must have 3+ years of custodial (or equivalent) experience and possess a good working knowledge of custodial duties. Must be reliable and able to work with minimum supervision. Good oral and written communication skills are necessary.

Required Education, Licensing

High school diploma (or equivalent knowledge).