

# Church Sexton

## Job Description

The Sexton will be responsible for cleaning, light maintenance duties, minor repair work, and the general upkeep to the church building and grounds. This is an essential service to the church in that it provides a clean, comfortable, safe and hospitable environment to promote the mission of the church.

The Sexton will report to and be supervised by the Pastor, with the oversight of the Board of Trustees. Ideally, the Sexton will work 5-12 hours per week. The position will have an annual performance review performed by the Pastor.

### **Basic Qualifications**

- A Knowledge of and skill in cleaning procedures and processes, products and equipment.
- Knowledge of, or the ability to acquire knowledge, of basic building maintenance.
- Ability to perform basic repair and safely use the tools to do so.
- Demonstrate an awareness of surroundings and the ability to translate that to carry through on what needs to be done or problems that need to be addressed as they relate to the building and property.
- Ability to work independently and be proactive with moderate supervision.
- Physically fit and able to lift and carry items up to 50lbs, work from a tall ladder, kneel, squat and stand to perform duties.

### **Cleaning Duties**

#### Weekly

- Vacuum all carpeted floors
- Clean and disinfect all bathroom (sinks, counters, toilets, mirrors, floors, ect.)
- Empty all trash cans: Kitchen, Fellowship Hall, Sunday School rooms, office and bathrooms.
- Take trash out to the cart and haul it out to the road for Monday pick-up.
- Make sure Fellowship Hall and Chapel are presentable for events during the week (pick up loose bulletins, hymnals and bibles left out after services)
- Fill all hand towel, toilet tissue and soap dispensers - as needed.
- Clean and disinfect door handles, light switches and other frequently touched surfaces.
- Maintain and store custodial supplies in a proper manner.

#### Bi-Weekly

- Dust surfaces throughout building. (Furniture, door tops, baseboards, book shelves, ect.)
- Mop kitchen, Fellowship Hall and hallway.
- Dust and wipe down tables, desks and door tops in Pastor's office, Office Manager's office, and Nursery
- Wash Windows- as needed.
- Water plants - as needed.

### **Maintenance and Grounds Care Duties**

- Changing lightbulbs
- Updating clocks
- Mowing the front lawn
- Managing the sprinkler system
- Changing furnace filters
- Maintaining church exterior lighting system
- Making sure the flower beds are presentable
- Trimming the bushes
- And other duties as they are needed

**Please note that snow removal is NOT a Sexton responsibility**