

JOB DESCRIPTION

~ Sexton ~

QUALIFICATIONS:

1. Experience in cleaning and maintenance of a large facility.
2. Pride in his/her work.
3. Physically capable of the workload entailed.
4. Ability to work unsupervised.

HOURS OF EMPLOYMENT:

Approximately 20 - 28 hours per week based upon facility use.
Actual hours to be determined by pastor and property chairperson.

RESPONSIBILITIES:

Daily Basis (as schedule dictates):

1. Check with Parish Coordinator for meetings/functions each week in order to prepare rooms.
2. Empty wastebaskets, vacuum, dust, clean fountains, blackboards and sinks, as needed.
3. Check/clean all lower level restrooms.
4. Turn on gym lights and receive gym rentals, as needed.

Periodic Work:

1. Clean windows inside on lower level and outside on upper/lower levels.
2. Clean pavements and steps to all outside entrances and police entire property area.
3. In winter, remove snow/ice from outside sidewalks and entrances.
4. Strip and wax floors as needed.
5. Check and clean all interior stairwells.
6. Put church & Parish House trash & recycling out based upon city pick-up schedule. Check on whether refuse is hauled away and police refuse area.
7. Regular maintenance on furnace [i.e. weekly, monthly yearly] as per schedule posted by the furnace.
8. Regular maintenance and weekly start-up of emergency generator.
9. Regular maintenance of sump pump.
10. Drain air compressor twice a month and check the oil.
11. Turn on heat tapes at office, library and sanctuary eve, when necessary.
12. Set-up and take down tables as meetings/functions demand.
13. Clean air-conditioning filters three times a year [March, July and November] to ensure proper ventilation of system.

Miscellaneous Routine:

1. Report any malfunctions of equipment to Office/Property Committee.
2. Report repairs, as needed, to the Office/Property Committee.
3. Report any break-ins or any suspicious actions to pastor and the Property Committee Chairperson.
4. Lock/Secure the building every evening - Monday thru Friday.

Vacations:

Refer to Personnel Policy Manual.

ACCOUNTABILITY:

1. Reports to chairperson of Property Committee concerning supplies, equipment, and maintenance of entire church property.
2. Receives daily work assignment [as needed] from pastor/parish coordinator.

Updated September 2015