

**JOB DESCRIPTION**

Job title: **Part-time Church Sexton**

Date Prepared: December 2023

Job Reports to: Facilities Manager

Employment Classification:    Full time    Part Time    Exempt    Non-Exempt

Number of hours worked per week: Varies as needed

Regular    Seasonal    Temporary    As Needed

SUMMARY (The main purpose of the position in one or two sentences)

Provides set-up, hospitality, and clean-up services for events in Tucker Hall and elsewhere on campus.

ESSENTIAL DUTIES AND RESPONSIBILITIES (most important duties of the position and how these functions are accomplished)

1. Opens and closes buildings as needed
2. Sets-up and takes down needed tables and chairs for usage by outside groups or for church events, as needed
3. Cleaning of interior spaces within Church campus as needed for such events and/or as directed by Supervisor: dusting, cleaning surfaces, emptying trash, sweeping and mopping floors, vacuuming floors, working with facilities manager to maintain adequate supplies for performing work
4. Cleaning of MacDonald Manor guest apartment as needed, including cleaning and changing linens
5. Lights candles in sanctuary as needed for special occasions
6. Removes rubbish from the premises for proper disposal
7. Responsible for cleaning the lavatories and properly stocking them with supplies
8. Performs other responsibilities as directed and negotiated within the limits of the position

EDUCATION AND/OR EXPERIENCE (identify knowledge, experience, skills, aptitude, special training, licenses, education or certification required to perform the job competently.)

1. Willing to work varied hours as needed for church events, Tucker Hall events, funerals, etc.
2. Ability to adhere to cleaning/facilities routine, with modifications to schedule as directed
3. Able to deal with groups that use the facilities and have them comply with church policy about space use
4. Must possess the ability to make independent decisions when circumstances warrant it
5. Must be able to manage time and multiple tasks and projects
6. Must be in good general health
7. Is involved with church staff and people using the facility; therefore must be of a personality that works well with others

SUPERVISORY RESPONSIBILITIES (list employees supervised by this position, how many and titles)

1. None required

PHYSICAL DEMANDS (operation of equipment or tools needed to lift/move heavy items, other physical operations)

1. May be required to lift, push, pull and move equipment, supplies, etc. up to 50 pounds

WORK ENVIRONMENT (schedule requirements, where the work is performed, whether travel or driving is required, nature of supervision, independence of action, job-related contacts with others)

1. Flexibility with hours/days.
2. Supervised by Facilities Manager.

Job description approved by Rector (date) December 2023

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_