

## Sexton Job Description for posting online 8.11.23

### **JOB SUMMARY:**

The Sexton assists the Building Manager in taking care of the overall condition and appearance of the church building and grounds. Key responsibilities include cleaning and janitorial duties; yard work; event setup and cleanup; and providing building security. This position is essential to the building in that it provides a clean and safe environment to promote the mission of the church.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

1. Ensuring the safety and security of the building, including but not limited to doing regular security sweeps of the building and ensuring that doors and windows are properly locked and secured.
2. Cleaning and maintaining the building, including but not limited to sweeping, vacuuming, mopping, cleaning and stocking bathrooms, dusting, collecting trash and recycling, taking out the trash and recycling bins for pickup.
3. Actively monitoring building conditions to identify maintenance and repair needs and communicating them to the Building Manager.
4. Maintaining the grounds around the church including but not limited to, raking leaves, shoveling, salting walkways, and clearing the grounds of trash and debris.
5. Managing the heating system for efficient operation.
6. Managing the setup and breakdown for church and building user events including, but not limited to, moving furniture, setting up tables and chairs, working with the sound system and projector, assisting church members with Coffee Hour on Sunday mornings, keeping an inventory of supplies needed for worship services and events with food and refreshments.
7. Maintaining and organizing the supply closets, tool sheds, storage rooms and workshop.
8. Conducting other building-related functions as requested by the Building Manager.

### **PERFORMANCE REQUIREMENTS:**

Knowledge of:

- Maintaining the overall condition and appearance of buildings and grounds.
- Cleaning, and managing supplies.
- Security and emergency protocol.

Skilled in:

- Cleaning.
- Managing setup and breakdown for various events.
- Maintaining grounds - raking leaves, snow and ice removal, and salting walkways.
- Using the tools needed for minor repairs.
- Working as part of a team.

Ability to:

- Follow directions and work independently.
- Work collaboratively and communicate with staff, building users, volunteers and congregation members.
- Follow through and complete assigned duties and tasks in a timely manner.
- Be well organized, professional and courteous.
- Lift at least 50 pounds.
- Maintain the safety and security of the building.
- Respond appropriately to emergency situations.

**EXPERIENCE AND TRAINING:**

- Training will be provided. Previous experience as a janitor, custodian, landscaper, groundskeeper, security guard, and/or maintenance or repair worker a plus.
- Experience in working well independently and collaboratively with others.

**WORKING ENVIRONMENT:**

Work is performed on the interior and exterior of the church building, and on the church grounds. Occasional climbing of ladders. Lifting, moving, pushing or pulling of tables, chairs, equipment, and other items and boxes weighing over 50 pounds.

**WORKING RELATIONSHIPS:**

- Reports to the Building Manager
- Serves as an active member of the church staff
- Confers regularly with church staff, building users, volunteers, and congregation members

**JOB TYPE:** Non-exempt, Part-time, Permanent Position

**WORK HOURS:** up to 20 hours/week, including evenings and weekends

**SUPERVISOR:** Building Manager

**HOW TO APPLY:**

Please send a resume to [job@upbrookline.org](mailto:job@upbrookline.org). A successful candidate must submit to a CORI background check.