

Sample Position Description

Title: Sexton

Reports to: Rector or designated representative

Position Summary:

Summary of essential functions – (Responsibilities include but are not limited to those summarized below.)

This position is a regular part time position scheduled for 20 hours weekly. Schedule of hours is flexible. The Sexton shall perform general maintenance of the Church property, the parish house and the grounds adjacent thereto, including the grounds at 17 Elm Street and the School Street Church Yard. Duties will include sweeping, vacuuming, mopping, dusting and washing walls, cleaning ceilings, and dusting and polishing light fixtures. Moving cabinets, boxes, furniture, and preparing building for special events is also required. The position may also involve sweeping walks, raking leaves, cutting grass, removing snow or performing other incidental seasonal tasks. The successful candidate is expected to attend Safe Church Training (paid for by parish).

Principal Accountabilities:

- General cleaning of Church buildings and grounds as required to include Church, Sunday School, Upper and Lower Halls, Toilets and Entries
- Set up and breakdown tables and chairs for meetings and functions of Church groups
- Minor building repairs
- Snow removal and landscaping as supplement to contractors
- Inspect building and grounds for damage/needs for repair. Bring these items to the attention of the Junior Warden
- Monitor heating system and fuel tanks. See that the buildings are properly heated
- Police all Church grounds for trash
- Open and close the Church and parish halls for services and functions
- Update two outside Church signs as needed
- Put out all rubbish from Church weekly
- Maintain work area in a clean and orderly condition
- Follow prescribed safety rules and regulations
- Block off entrances the night before a wedding, funeral, fair, flea market etc.
- Other duties as assigned

Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to:

- Have full range of mobility in upper and lower body.
- Be able to reach overhead.
- Be able to lift, pull and push materials and equipment to complete assigned job tasks.
- Be able to lift 50 pounds of weight.