

JOB DESCRIPTION: SEXTON

Mission Statement

Transforming lives through the love of God in Christ.

Sexton

The Sextons oversee and/or provide maintenance of all church buildings and grounds to ensure the function, safety and integrity of the church property.

Reports to: Facilities Manager

Hours: Full-time = 35+hrs

Education/Special Training/Professional Licenses:

High School diploma or equivalent or 1 year work experience. Maintenance experience in areas such as plumbing, electrical, carpentry, HVAC, etc is preferred. A driver's license is required, at a sufficient level to drive church vehicles.

Experience:

1 year

Skills:

Ability to clearly and effectively communicate (both verbally and in writing), multi-task, and work as part of a team.

Small amount of electric, plumbing, and a/c a plus.

Warm and friendly attitude with the ability to interact with parishioners and guests on daily basis.

Ability to lift 25 pounds, move equipment, bend, lift, and twist as part of daily duties.

Responsible with good decision-making ability, and comfort with working alone.

Supervisory Responsibilities: None

Job Duties:

- Maintain church building(s) as directed by the Facilities Manager (i.e. general housekeeping, maintenance of mechanical systems, painting, power washing, etc.)
- Unlock all doors and prepare all spaces for occupancy when opening the campus and securing all buildings and equipment when closing the campus at the end of the day.
- Assist vendors called to the campus with access, supplies, etc.
- Maintain church grounds and police daily for trash, areas that need debris blown off, to ensure the exterior of the property is clean and orderly at all times.
- Be familiar with operation of electrical and instrument systems, such as power distribution system, security/communication system, fire alarms, telephone wiring and computer LAN systems.
- Complete maintenance requests in an efficient, professional and timely manner keeping expenses in line with the budget.
- Review and understand the events and activities scheduled on campus each day and be available to assist parishioners and guests as needed before, during and after these activities. This requires basic knowledge of computer use and the ability to use the event scheduling software.
- Responsible for set-up and tear-down of furniture and supplies for all meetings, events, and activities on campus.
- Receive supplies and equipment deliveries, properly storing and distributing supplies as needed.
- Prepare logistics for funerals and events on church calendar (chairs/tables, lighting, acoustics, audio/video, etc.)
- Prepare emergency response during bad weather, etc.
- Perform daily duties as requested by Facilities Manager (i.e. handle other building and grounds tasks not handled by a contract service and/or parishioners such as the replacement of ceiling light bulbs, returning premises to a neat and orderly state following services and events, disposal of rubbish, and running any local errands or trips that are needed by the church).
- Assist other departments as available, especially during critical busy periods as outlined in daily event sheets.
- Remain available via communication devices while on duty for communications/emergency purposes.
- Serve as a resource person to Facilities Manager providing advice and counsel regarding all maintenance areas.

Specific housekeeping duties to include, but not limited to:

1. Turn heat or air conditioning on for all buildings to be used.
2. Empty all trashcans and keep reasonably free of dirt and contamination.
3. Clean all water fountains and sinks.
4. Clean the debris surrounding all entrance/exit ways.
5. Sweep stairwell(s).
6. Vacuum carpeted area on a weekly basis unless the need requires greater attention.
7. Every Friday, check for light bulb outages in Sanctuary and Narthex.
8. Damp wipe and dust all windowsills throughout the building-monthly.
9. As Needed:
 - a. Spot clean fingerprints and dirt from walls, woodwork, doors, and door jams.
 - b. Spot clean stains on carpet.
 - c. Change out light bulbs.
 - d. Clean fridge

Interested individuals should contact Christ Church Facilities Manager, Kevin Richmond at 904-254-1841 or kevin@christepiscopalchurch.org for more information.