

Sexton Position Description – Holy Trinity Episcopal Church

I. SEXTON JOB SUMMARY

The purpose of the Sexton is to keep Holy Trinity's buildings and grounds clean and orderly; perform basic preventative maintenance and repairs; set up church/conservatory/ rooms for use as needed. Keep Office Administrator, Rector and/or Junior/Senior Warden advised of dangers/concerns about the condition and maintenance of buildings and grounds. Keep and maintain a 30-day supply of regularly used cleaning and maintenance supplies.

II. JOB RESPONSIBILITIES

DAILY

- a. Keep all church entrances and yard clear of debris/litter. Keep leaves, sand, and dirt away from entrances.
- b. Rotate Vacuuming/Sweeping/Dusting (doing each at least once a week or more if needed).
- c. Make sure all bathroom/kitchen areas are clean and have adequate supplies as needed.
- d. Make sure all trash is emptied and recycled in appropriate manner. Bring trash receptacles to the curb before pick up days.
- e. Monitor heating/cooling thermostats making sure they are turned on or off as required.
- f. Close and lock all appropriate doors before leaving. Close and lock entrances, exits as required each day and after special events.

WEEKLY

- a. Prepare Church for services. (Once Per Week)
 1. Dust all surfaces in church
 2. Monitor all lights are and replace bulbs as needed.
 3. Dry mop floors in church
 4. Check Baptismal Font for clean water (clean and refill when needed)
 5. Arrange chairs for services as required by Rector
 6. Set up tables/misc. for special services as requested by Rector/Staff
 7. Change perpetual candle if needed
 8. Fill candles with oil
 9. Dispose of all dead flowers in the church

(WEEKLY continued)

- b. Wash down Patio/Courtyard area, water plants clean debris
- c. Clean doors and windows
- d. Dust and dry mop all areas of Parish Hall
- e. Water plants and trim hedges around outside of church
- f. Scrub and wet mop kitchen, hallway & music room.
- g. Wash dishes, keep kitchen clean and tidy.
- h. Provide inventory list of needed supplies to Office Administrator (as needed) to be ordered by her.
- i. Water the grass during allowed watering times
- j. Clean and maintain the conservatory.

AS NEEDED

- a. Trim outside hedges, prune plants, pick up dead leaves. Weed garden.
- b. Report safety and repair issues
- c. Assist in taking down and putting back seasonal decorations
- d. Perform needed set-up and clean-up before and after weddings, funeral services and other functions.
- e. Perform routine maintenance and basic repairs.
- f. Buff and wax floors as needed.
- g. Shine church floors before big events (dust, mop, vacuum, wet mop, and then apply shine)
- h. Paint and maintain finishes.
- i. Make sure all tools, are properly maintained and stored appropriately.
- j. Clean light fixtures on patio
- k. Feed the 'church cat' (named: Panther).
- l. Other duties as required.

OCCASSIONAL

- a. Serve as liaison contact for technicians and tradesmen engaged to perform work on the Church property.
- b. Open and close church before and after functions
- c. Supervise facilities during use by outside parties to insure safety and security of participants and property.

III. REQUIRED SKILLS AND EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill and/or ability required:

- a. Education and experience -High School diploma or GED, with one to three years related experience or training.
- b. The ability to read, understand and follow oral and written directions; write English to complete simple reports; speak English to present routine information in one-on-one situations to supervisor, employees or the public.
- c. Ability to add, subtract, multiply and divide units of weights and volume measurement to mix cleaning agents.
- d. The candidate for this position must have adequate reliable transportation.
- e. The candidate must be a self-starter, capable of taking initiative while at the same time being responsible and accountable to other staff members with whom he or she will be working.

IV. PHYSICAL DEMANDS

- a. Regular Activities: stand for long periods of time; walk at a normal pace for extended periods of time; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb ladders to heights of 10 feet; bend, pull, push, stoop, kneel, or crouch; hear to receive work direction and communicate with others; maneuver around in narrow or crowded places when cleaning rooms.
- b. The individual in this position must possess physical and sensory ability necessary to safely and successfully perform all essential job functions and responsibilities. This includes but is not limited to:
 - The ability to safely work with power tools such as drills, saws, mower, floor buffer and shrub trimmer.
 - The ability to move and carry objects.
 - The ability to carry and lift up to 50 lbs.
 - The ability to see clearly enough to read instructions on cleaning supplies and to inspect and assure cleanliness of assigned facilities.

Candidates for this position must complete a required background check. The individual hired will report to the Rector and/or other staff as designated.

V. HOURS & COMPENSATION

This position will start at 20 hours per week, with the possibility of additional hours as needed.

VI. APPLICATION

Please send a resume and the name and contact information for three references to Secretary@HolyTrinityVicksburg.org. Please include the phrase "Sexton Application" in the subject line. Call the office at 601-636-0542 if you have additional questions.