



<i>Job Description</i>				
<b>Job Title</b>	Sexton – Custodial & Maintenance Associate			
<b>Job Holder</b>	Open			
<b>Hiring Manager</b>	Director of Church Administration & Finance			
<b>Reporting Manager</b>	Director of Church Administration & Finance			
	<b>Status: FT</b>	<b>Hours Per Week: 40, must work every other weekend</b>	<b>Location: FCCOG</b>	<b>Original Date: July 20, 2013 Date Revised: June 4, 2015</b>
<b>Job Summary:</b>				
<p>Under the direction of the Director of Church Administration &amp; Finance, the Sexton is responsible for the proper cleaning, maintenance and repair support services to all Church and Preschool facilities, grounds, rental properties, and support of all Church related functions. As well as providing on time accurate room and equipment set-ups for all scheduled facility uses and opens and closes the facility on a daily basis. The Sexton is also responsible for keeping the Church and Preschool interior and exterior grounds clean and neat, including such tasks as sweeping, vacuuming, mopping, scrubbing and finishing floors, cleaning furniture and windows, cleaning bathrooms and moving furniture for set-ups.</p>				
<b>Major Duties:</b>				
<ol style="list-style-type: none"> <li>1. <b>Maintenance and repair of all Church related facilities.</b> Appropriate room set ups including heating and air conditioning to maintain a comfortable, functional work and worship environment. Daily walk-through of Church and Preschool facilities interiors, exteriors, and grounds for any repairs/problems. Opening and closing the facility on a daily basis.</li> <li>2. <b>Sundays:</b> When on duty, prepare facility and Meetinghouse for services, make coffee, set auditorium for coffee hour and confirm set-ups for Church School and other Sunday morning functions.</li> <li>3. <b>Housekeeping:</b> The Sexton is responsible for maintaining the cleanliness of the Church and Preschool facility, all room setups and all recycling.</li> <li>4. <b>Supplies:</b> Receive supplies for Church, office, Church school and Preschool. Transport supplies and equipment to be used by staff as required and store properly.</li> <li>5. <b>Debris/Snow Removal:</b> Clear the Church sidewalks and entrance walks of leaves and snow as needed, but when working Sunday, clear walks for 10 A.M. service during inclement weather.</li> <li>6. <b>Safety:</b> Keep exit lights in good working order and all exit doors clear and operable.</li> <li>7. <b>Special Events:</b> Responsible for the facilities portion of funeral and wedding preparations (pre and post cleaning) and the Meetinghouse.</li> <li>8. <b>Special Projects.</b></li> </ol>				



### **Job Responsibilities and Tasks**

1. **Maintenance and repair of all Church and Preschool related facilities:** Make minor repairs and perform other maintenance tasks, such as, but not limited to:
  - Install and glaze window glass.
  - Tighten and replace missing screws of door hinges, locks, door closers, panic bolts, etc.
  - Paint untiled concrete floors, stairs, offices, hallways, staircases and meeting rooms.
  - Replace ceiling tiles and floor tiles.
  - Clean gutters and roof drains and keep them and the flat roofs clear of debris.
  - Clear stopped sanitary and sink plumbing.
  - Repair furniture - where applicable.
  - Replace ballasts, bulbs, etc.
  - Vent radiators.
  - Maintain parsonage/rental properties - normal repairs/maintenance.
  - Monitor the settings on heating & air conditioning controls to keep them in good operating condition & to maintain comfortable temperatures in all parts of the facility.
  - Repair minor plumbing defects in toilets, basins, drains; replace burned out bulbs and other related equipment. Includes trips to local suppliers to pick up required items.
  - Daily walk-through of Church and Preschool facilities interiors, exteriors, and grounds for any repairs/problems.
2. **Sundays:** When on duty, prepare facility and Meetinghouse for worship services, make coffee, set auditorium for coffee hour and confirm set-ups for Church School and other Sunday morning functions.
3. **Housekeeping:** The Sexton is responsible for cleaning and maintaining the cleanliness of the Church and Preschool facility, all room setups and all recycling:
  - Sweeping, vacuuming, mopping, dusting, scrubbing and finishing floors.
  - Cleaning furniture, moving furniture.
  - Washing windows.
  - Cleaning bathrooms and replacing paper and soap products.
  - Keeping the facility interiors/exteriors clean and in an orderly condition.
  - Daily cleaning of Preschool when in session; all seven classrooms, all nine bathrooms (2 adult; 5 classroom; 2 next to 104), main hallway, 2 offices and kitchenette in undercroft area. Also, the common hallway adjacent to both room 104 and the Daniels Center, four stairwells common to the hallway.
  - Annual Preschool cleaning in August; washing down the walls, children's chairs, cubbies, garbage cans and floor mats in classrooms, cleaning all bathrooms, cleaning interior and exterior of windows, blowing out all heating vents, and stripping and waxing of all classroom, office and hallway flooring.
  - Set up/tear down and reset rooms including stage for meetings, exhibits, shows, Church/Preschool programs and other Church related activities.
  - Clean rooms in-between events to ensure their readiness for the next function according to schedule.
  - Remove, store, and replace pews during special events.



<ul style="list-style-type: none"> <li>• Recycling - empty recycling bins, break down cardboard boxes and place in proper containers for commercial pickup.</li> </ul> <p>4. <b>Supplies:</b></p> <ul style="list-style-type: none"> <li>• Assists in maintaining inventories for all consumable supplies, e.g., paper towels, light bulbs, toilet paper, tissues, etc.</li> <li>• Receive supplies for Church, office, Church school and Preschool.</li> <li>• Transport supplies and equipment to be used by staff as required.</li> <li>• Clean and restore items stored in garage when necessary.</li> <li>• Notifies Director of Church Administration &amp; Finance to order supplies when stock is running low.</li> </ul> <p>5. <b>Debris/Snow Removal:</b></p> <ul style="list-style-type: none"> <li>• Clear the Church sidewalks and entrance walks of debris (leaves and snow) as needed.</li> <li>• When working Sunday, clear walks &amp; parking lot for 10 A.M. service during inclement weather.</li> <li>• Clear parking lot, walkways, and grounds of debris on a regular basis.</li> </ul> <p>6. <b>Safety:</b></p> <ul style="list-style-type: none"> <li>• Keep exit lights in good working order.</li> <li>• Service batteries for emergency lighting.</li> <li>• Keep all exit doors clear and operable.</li> <li>• Maintain integrity of key box. All requests for keys should go through the Director of Church Administration &amp; Finance.</li> </ul> <p>7. <b>Special Events:</b></p> <ul style="list-style-type: none"> <li>• Responsible for the facilities portion of funeral and wedding preparations (pre and post cleaning, etc.).</li> <li>• Wedding/Funeral Coordinator (Usher) is responsible for event details, i.e. unlocking doors, setting up candles and candelabra, distribution of programs, etc.</li> </ul> <p>8. <b>Special Projects:</b></p> <ul style="list-style-type: none"> <li>• Perform special projects as assigned by Director of Church Administration &amp; Finance and/or Senior Pastor.</li> </ul>
<b>Educational Requirements</b>
1. High school graduate or equivalent.
<b>Experience Requirements</b>
<ol style="list-style-type: none"> <li>1. Must be U.S. citizen or have Green Card.</li> <li>2. Must be fluent in written and spoken English language and comfortable communicating with the staff and congregants.</li> <li>3. Must have a valid driver's license.</li> <li>4. Excellent references.</li> <li>5. Work in maintenance management a plus.</li> </ol>
<b>Skills, Knowledge Requirements &amp; Attributes</b>



### **Skills & Knowledge**

1. Active Listening skills.
2. Relationship Management – Able to communicate effectively with all constituencies inside and outside the Church.
3. Team Player - Able to work effectively and harmoniously with all constituencies: entire staff, members of the congregation including children, Church tradesmen, the public.
4. Creative Problem Solving - Able to look creatively at problems and opportunities with a fresh perspective and suggest paths to success for the Church.
5. Interpersonal Communication Skills - clarifying concerns, managing differences, giving balanced feedback, dealing effectively with conflict.
6. Time Management skills: sets the project schedule, meets all project/program deadlines.
7. Organizational Skills – demonstrated ability to set priorities, focus on the most important, multi-task when needed.
8. Administrative Skills - providing materials, publications, building supplies, finances to support delivery of Church programs.
9. Command of the English language; able to follow oral and written instructions.
10. Strong knowledge of facilities management – especially heating, cooling, electrical and plumbing systems.
11. Computer savvy - Proficient with job-specific programs from Microsoft Suite (Word, Excel, Outlook, etc.)

### **Attributes**

1. A warm and welcoming personality, comfortable with a diverse congregation (age, economic means, family stability).
2. Flexible - responds effectively to surprises, remains calm and rational under stress.
3. Self-starter able to work independently.