

## **JOB DESCRIPTION**

Job Title: Sexton

St. John's Episcopal Church is a vibrant and growing parish located in the Hyde Park neighborhood of South Tampa. Our mission is to proclaim, by word and example, the good news of God in Christ, and to build a spiritual community forming Christians of all ages through worship, education, and outreach. We come together on Sunday mornings and throughout the week in our historic and beautiful church and adjacent parish hall.

St. John's seeks an enthusiastic professional to serve as Church Sexton. This is a part-time position (approximately 18 hours per week from Sunday to Thursday). Pay range from \$20-\$25 per hour depending on experience.

The Sexton, as directed by the Rector, will report primarily to the Parish Administrator as well as the Senior and Junior Wardens. This will also include direction from the Vestry or other designated committees. These leaders will participate in an annual performance evaluation and will provide direction on priorities that relate to their responsibilities.

The job of a Church Sexton is to provide general maintenance and cleaning of the church grounds, buildings, and their contents. The schedule of responsibilities is routine but allows for flexibility depending on church use and needs. Some tasks are completed each day while others are completed weekly, monthly, quarterly, yearly or as needed, depending on the specific task. The list of tasks is not all inclusive but provides a good view of the type of work and responsibilities intended for this position.

### **Primary Duties & Responsibilities**

- Set up and break down furniture and equipment for meetings and events daily.
- Open and close the church as needed.
- Respond to visitors in a courteous and professional manner, inform visitors when they are in areas or engaged in activities that are not permitted.
- Clean offices, meeting and worship spaces according to daily, weekly and monthly schedule.
- Check restrooms and restock paper supplies daily.
- Sweep, vacuum, dust and mop floors according to schedule.
- Empty wastebaskets and trash cans.
- Replace light bulbs when needed.
- Change A/C filters.
- Clean kitchen.
- Perform special cleaning projects as assigned.
- Monitor heating/cooling thermostats making sure they are turned on or off as required.
- Maintain outdoor areas daily, including sweeping, washing, picking up trash according to schedule.
- Keep gutters clean of leaves & debris.
- Report maintenance and/or repair needs.
- Read and reply to email communications.
- Attend meetings and trainings as assigned.
- Other tasks as assigned.

### **Qualifications, Skills and Abilities**

- High school diploma or equivalent required.
- At least one year of related janitorial or custodial experience strongly preferred.
- Ability to lift 50 pounds and climb stairs and ladders as required.
- Ability to perform, on a regular basis, moving tables, stacking chairs, moving and setting up staging units, and occasionally move office furniture.
- Ability to use cleaning and maintenance materials and equipment safely.
- Ability to work cooperatively as a member of a team and independently; able to work tactfully under pressure.
- Ability to interact courteously and respectfully with diverse staff, volunteers, congregation members, visitors, vendors and clients.
- Ability to communicate verbally and in writing in English; basic computer skills needed to read, comprehend and respond to written instructions, schedules, notifications and emails.
- High level of attention to detail.
- Must be able to work occasional Saturdays and holidays, including Christmas Eve, Christmas Day, Easter Day as assigned, and any other special services that may be scheduled.
- Ability to be self-directed.
- Must pass a background check and drug test.