



## **Job Opening Weekend Part-time Sexton**

The Sexton is a caretaker of the church buildings, furniture, and grounds, responsible for the efficient operation, maintenance, and cleanliness of the buildings, building systems and equipment. S/he completes daily cleaning duties, room set ups, security, work requests, and preventative maintenance as scheduled, ensures overall facility maintenance, and complies with applicable standards of quality and service.

### **Essential Duties and Responsibilities**

- Open and close buildings and building systems
- Open and close rooms as needed
- Turn lights on and off as needed
- Perform light security duty and security checks of the building
- Perform daily, weekly, and monthly cleaning tasks
- Inspect and tend to mechanical rooms, cathedral, meeting rooms, kitchens, restrooms
- Remove snow and ice from stairs and walks as needed
- Replace light bulbs and fluorescent tubes
- Set up and take down altar furniture, meeting room chairs and tables
- Remove rubbish for proper disposal
- Communicate supply orders to the Head Sexton
- Care for lawns and shrubs as directed
- Provide services for weddings and funerals for which the sexton is compensated separately
- Perform other duties as assigned

### **Desired Knowledge/Skills/Abilities**

- Be able to handle multiple tasks and prioritize workload
- Enjoy working with people in a team setting
- Willing to "pitch-in" and help co-workers and be a team player
- Able to lift 75 pounds, stoop, kneel, reach, stand, climb stairs
- Knowledge of chemical cleaning agents and operation of cleaning equipment
- Relevant facility cleaning and maintenance experience
- Effective verbal and written communication skills
- Ability to communicate with supervisors, coworkers, public, etc.
- Familiarity with the Episcopal Church is highly desirable

### **Hours (18 total):**

**Friday 5:00-9:00pm; Saturday 8:30am-2:30pm; Sunday 7:30am to 3:30pm**

**Hourly Rate: \$15.00**

**Interested candidates should submit a resume and three references by August 6, 2021, to Robert Black at <mailto:rblack@saintjamescathedral.org>.**

**St. James Cathedral is an equal opportunity employer.**