## Custodian/Sexton - Part Time (up to 25 hours per week)

Grace Episcopal Church is located in Hinsdale, Illinois. We are seeking a part-time Custodian/Sexton.

● This position requires the Custodian/Sexton to be present on-site during his or her required/assigned hours.

● The Custodian/Sexton is to maintain a personable and friendly disposition. This position reports to the Interim Rector of the Church and also requires interaction with staff and vendors, so strong oral and written communication skills are necessary.

● The individual should have a very detail-oriented mindset, particularly as pertains to time-management and tracking of projects to completion.

● Must have experience with general building repairs, including basic repairs, painting, cleaning, etc.

● This position requires the Custodian/Sexton to be present for some events which may be outside normal working hours. Sufficient notice will be provided when such an event gets scheduled.

● Participate in weekly staff meetings.

● Basic computer skills, including effective use of e-mail, ability to maintain schedules with Google Calendars, ability to interact with vendors and suppliers through web site applications, use of common office applications such as Microsoft Word and Excel spread sheets.

**● General Building Projects/Maintenance:** The Custodian/Sexton is to address the day’s work in order of priority. Daily, weekly and monthly checklists of responsibilities will be provided. The Custodian/Sexton is to maintain the grounds as needed.

● **Contract Oversight:** The Custodian/Sexton is the point of contact for all maintenance and service contracts with vendors. The position requires the individual to have general knowledge of the building, its associated facilities, and general maintenance projects (painting, patching, and use of light machinery, etc.)

**● Building Security:** The Custodian/Sexton ensures that all exterior entry ways are closed and locked throughout the business day and monitors CCTV during high traffic times.

**● Events & Setup/Take Down:** The Custodian/Sexton will complete the required event set-up or take down as needed. This includes proper cleaning of the required tables and chairs (before and after), and pre & post room cleaning when applicable. During the event, the Custodian/Sexton is to be readily available to fulfill the requests of the respective party hosting the event.

● **Occasional Nights or Weekends** may be required: Per the needs of the building, staff, or events, the Custodian/Sexton may be on-call to provide support in a variety of capacities. He or she will serve as a point-of-contact during non-business hours as needed.

● **Salary:** Commensurate with experience: up to $25 per hour. This position does not include benefits.