**A picture containing sky, outdoor, road, tree

Description automatically generated CHURCH OF THE HOLY FAMILY**

**Job Title:** *Sexton*

**Reports to:** Parish*Rector\**

**Effective Date:** *Revised January 2024*

**Status***: Part-time/hourly (15-18 hours per week)*

**Job Summary:**

* *The purpose of the Sexton is to keep Church of the Holy Family’s building and grounds clean and orderly; perform basic preventative maintenance and repairs; set up church/rooms for use as needed. This position is responsible to keep, Rector, Administrative Assistant and/or Junior Warden (or Building and Grounds Chair) advised of dangers/concerns regarding the condition and maintenance of buildings and grounds. Follow all CDC Covid-19 regulations and directives. Keep and maintain a 30-day supply of regularly used cleaning and maintenance supplies. \*This position reports to the Rector and/or other staff as designated.*

**Duties/Responsibilities:**

* *Building Maintenance*
  + Prepare church for usual weekly services.
  + Rotate Vacuuming/Sweeping/Dusting/Mopping (doing each at least once a week or more if needed).
    - Mop Parish Hall, kitchens, and restrooms.
    - Dry mop steps leading to choir loft and undercroft.
    - Sacristy steps leading to undercroft kitchen.
    - Vacuum and wash kitchen floors.
    - Dust and vacuum choir loft; empty garbage.
    - Vacuum under pews.
    - Wipe clean side wall kneelers.
  + Perform routine maintenance and basic repairs.
  + Make sure all tools, lawnmowers etc. are properly maintained and stored appropriately.
  + Empty dishwasher and put items away in upstairs kitchen.
  + Clean and disinfect all bathrooms; assure that they have adequate supplies.
  + Clean kitchens: assure that they have adequate supplies.
  + Empty and recycle trash in appropriate manner.
  + Check all light fixtures for dead flies, vacuum or clean fixtures as necessary.
  + Monitor heating/cooling thermostats making sure they are adjusted and turned on or off as required.
  + Clean doors and windows as needed.
  + Perform needed set-up and clean-up before and after special services, weddings, funeral services, and other events.
  + Monitor lights to replace bulbs as needed.
  + Wash church door windows weekly; narthex windows and social hall windows bi-weekly.
  + Assist in installing, removing, and storing seasonal decorations.
* *Yard and Grounds*
  + Keep all church entrances and yard clear of debris/litter. Assure that there are no leaves, trash, and dirt in the area of church entrances.
  + Assure neat appearance of grounds at 106 Marquette when that building is not occupied.
  + Mow the church lawn in appropriate seasons, using rider mower and push mower; trim as needed.
  + Water plants; clean debris; trim outside hedges, prune bushes, pick up dead leaves.
  + Wash down entrances and columbarium area if needed.
  + Be available for snow removal in appropriate seasons, using snow blower and/or shovel to remove snow from porches, adjacent sidewalks, and rectory at 106 Marquette.
  + Participate in Fall/Spring Yard Clean-Up.
  + Assure that all appropriate doors are closed and locked before leaving.
* *General*
  + Report safety and repair issues.
  + Provide inventory list of needed supplies to Office Administrator (as needed) to be ordered by him/her.
  + Provide support to the Rector including interfacing with vendors and communication with parishioners.
  + Serve as liaison contact for technicians and tradesmen engaged to perform work on the Church property.
  + Maintain a friendly, professional presence to greet all who arrive at Church of the Holy Family. Be supportive and welcoming to volunteers.
  + Perform other duties and projects as assigned.
  + Complete and submit weekly timesheet.

**Required Skills and Abilities:**

* *Ability to perform general housekeeping and maintenance functions as well as preventive maintenance functions. Basic knowledge of HVAC, electrical and plumbing preferred.*
* *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.*
* *Outstanding interpersonal and customer service skills.*
* *Excellen**t organizational skills, attention to detail and ability to prioritize tasks.*
* *Excellent time management skills with a proven ability to meet deadlines.*

**Education and Experience:**

* *High school diploma or equivalent*
* *Minimum two years related experience or training*
* *Ability to read, communicate, and comprehend short correspondence and memos and carry out instructions.*
* *Ability to add, subtract, multiply, and divide units of measure*
* *Must have adequate, reliable transportation*

**Physical Requirements:**

The individual in this position must possess physical and sensory ability necessary to perform all essential job functions and responsibilities safely and successfully. This includes but is not limited to:

* Ability to safely work with power tools such as drills, saws, mower, floor buffer and shrub trimmer.
* Ability to climb steps and ladders as well as to bend, pull and push. ·
* Ability to move and carry objects.
* Ability to carry and lift up to 50 lbs.

*rev: 01/2024*