Grace Episcopal Church

Associate Sexton

12 hours/week, Exempt
$17.15/hour
Reports to the Rector

Grace Episcopal Church in Chicago's South Loop neighborhood seeks a dedicated Associate Sexton (building custodian) for janitorial duties, light maintenance, event set-up and breakdown, security, and hospitality of our sacred spaces. This position plays an important role in ensuring that our buildings and grounds remain clean, safe, and welcoming for worship, ministry, and community use.

DUTIES AND RESPONSIBILITIES INCLUDE

Maintenance and Upkeep - general cleaning, maintenance, and upkeep of the building, inside and outside on a regular schedule and as needed for urgent facility matters

Event Set-Up and Preparation - set up and breakdown tables and chairs and reset rooms for worship services, meetings, and community events

Safety and Security - contribute to the security and integrity of the building

Teamwork and Communication - collaborate respectfully with clergy, staff, volunteers, and parishioners

PREFERRED QUALIFICATIONS

- Demonstrated reliability, attention to detail, ability to meet deadlines and commitment to care of church facilities
- Prior experience in facilities or custodial work preferred, but not required

PHYSICAL REQUIREMENTS

- Ability to perform general cleaning, light maintenance, and some physical tasks associated with building care
- Ability to climb 25-foot ladders
- Ability to lift and move cleaning equipment, supplies, and furniture
- Manual dexterity and coordination required to perform duties
- Ability to shovel snow

Equal Opportunity Statement

Grace Episcopal Church welcomes all applicants and is committed to fair and inclusive employment practices. We encourage applications from individuals of all backgrounds and identities. Employment decisions are based on qualifications, merit, and the needs of the church's ministry.

TO APPLY

Complete the online application here and email your interest to info@gracechicago.org.

The selected candidate will be on probationary status pending the successful completion of a criminal background check mandated by the Episcopal Diocese of Chicago.

WHO WE ARE

Grace Episcopal Church of Chicago is a joyful, inclusive, and welcoming congregation, with a history of progressive theology. Sunday worship is held in an award-winning, converted-urban loft in Printers Row in the heart of the South Loop. This evocative and intimate space encourages a mix of traditional and non-traditional worship. Learn more at gracechicago.org.