



**GRACE**  
Episcopal Church

**POSITION DESCRIPTION: *CHURCH SEXTON***  
(General Maintenance / Handyman)

**Employment Status:** Part-time employee (Hourly)

**Purpose and Primary Focus of the Position:** The Sexton ensures that buildings and grounds are clean, safe, well maintained, and arranged to meet the needs of parish ministries and activities. (The church contracts an outside vendor for general and deep cleaning.)

**Primary Duties/Essential Job Functions including % per function:**

<p>75% (7.5 hrs.)</p>	<p><b>CARRY OUT a ROUTINE MAINTENANCE SCHEDULE for the BUILDING and GROUNDS, and REPORT ANY MAINTENANCE NEEDS:</b></p> <ul style="list-style-type: none"> <li>• Inspect and maintain to set standards the building areas assigned according to an established checklist. Spot clean, as necessary.</li> <li>• Check building mechanicals for proper functioning. Adjust thermostats and lighting, as needed. Report any concerns.</li> <li>• Remove trash and recyclables for proper disposal.</li> <li>• Replace spent lightbulbs, replenish soap dispensers and paper products.</li> <li>• Inspect safety devices, e.g. fire extinguishers, smoke detectors, emergency lights.</li> <li>• Perform minor repairs and report maintenance needs to Parish Administrator (and Building and Grounds Committee).</li> <li>• Keep walkways beautiful and safe. Keep window wells clear of debris and objects.</li> <li>• Check for signs of rodent issues and address.</li> </ul>
<p>15% (1.5 hrs.)</p>	<p><b>SEASONAL CLEANING and MAINTENANCE plus SPECIAL EVENTS:</b></p> <ul style="list-style-type: none"> <li>• Carry out seasonal tasks as directed by Supervisor, including snow removal on walkways, emptying of dehumidifiers, caring for the loggia (entryway) floor, and mowing grass in the absence of the Garden Committee.</li> <li>• Set up and take down chairs and tables for church meetings and events.</li> <li>• Address special maintenance and repair needs, as requested by Supervisor.</li> <li>• Assist staff and parishioners with moving items, as directed, if time allows.</li> </ul>
<p>5% (.5 hr.)</p>	<p><b>ADMINISTRATION:</b> Check, maintain, and receive inventory of housekeeping and maintenance supplies. Meet with Chair of Building &amp; Grounds Committee and Parish Administrator as necessary.</p>
<p>5% (.5 hr.)</p>	<p><b>WORK with PARISH ADMINISTRATOR in COORDINATING SERVICES of VENDORS PERFORMING MAINTENANCE WORK at GRACE and IMPLEMENT SECURITY MEASURES, as DIRECTED.</b> Escort delivery persons, inspectors, contract staff to work areas, see that their needs are met, monitor as necessary, and escort from the building, relocking and securing areas as needed. Report to Parish Administrator details of all work performed by outside vendors.</p>

**All Grace Employees are expected to demonstrate appropriate behaviors/values when performing their responsibilities. These include the following:**

<p style="text-align: center;"><b>Commitment &amp; Enthusiasm</b></p> <ul style="list-style-type: none"> <li>• Responds to internal &amp; external customers in a timely, helpful, &amp; supportive manner</li> <li>• Applies him/herself eagerly to the work at hand</li> <li>• Focuses special attention on quality</li> </ul>
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<b>Teamwork &amp; Respect</b>
<ul style="list-style-type: none"> <li>• Works cooperatively with others, including volunteer parishioners, to develop and maintain a positive, respectful, work environment</li> <li>• Demonstrates good listening skills and builds strong relationships by relating to others in an open, accepting, respectful, and supportive manner.</li> <li>• Shows concern for the success of everyone on staff, not just themselves.</li> <li>• Shares relevant information and knowledge with others</li> </ul>
<b>Integrity</b>
<ul style="list-style-type: none"> <li>• Communicates honestly, acts with integrity, and builds trust</li> <li>• Demonstrates accountability and follow-through</li> <li>• Takes responsibility for own actions and offers appropriate apologies</li> <li>• Keeps confidential information confidential</li> </ul>
<b>Flexibility</b>
<ul style="list-style-type: none"> <li>• Changes approach and behavior to meet new situations and people</li> <li>• Asks for and accept meaningful feedback</li> <li>• Welcomes opportunities to learn new skills &amp; responsibilities</li> </ul>

**Administrative Relationships:** Position reports to the Parish Administrator

**Program Relationships:** This position works regularly with members of the Building and Grounds Committee plus employees of the contracted cleaning company. Other interactions may include vendors servicing Grace Church, members of the Porchlight (shelter) community, and Grace Church staff and volunteers.

**Preferred Qualifications:**

- Familiarity with building mechanical systems, i.e. heating, electrical, water, etc.
- Familiarity with commercial cleaning equipment and products.
- General repair skills.
- Ability to read, write and communicate clearly in English.
- A love for old buildings and their quirks!
- Patience and good humor.
- Skill in diplomacy and communicating positively with people from various backgrounds and with various perspectives.

**Physical Requirements:**

- Ability to lift 50 pounds and to move 150 pounds with mechanical assistance.
- Physical flexibility, dexterity, and stamina to bend, stoop, and stand
- Willingness to work in exposure to cold and wet weather conditions for outside maintenance.

**Work Schedule:** Ten (10) hours: five two-hour week days are preferred but willing to negotiate alternate schedule. Additional hours may be requested for special church events or circumstances.

**Compensation:** \$15 per hour. Two weeks (20 hours) of vacation leave with pay, but must be taken in one-week increments. No additional benefits.