

Sexton Position Description

Calvary Episcopal Church
Indian Rocks Beach, FL

SEXTON JOB SUMMARY

The purpose of the Sexton is to keep Calvary's building and grounds clean and orderly; perform basic preventative maintenance and repairs; set up church/rooms for use as needed. Keep Office Administrator, Rector and/or Junior Wardens advised of dangers/concerns about the condition and maintenance of buildings and grounds.

WEEKLY JOB RESPONSIBILITIES

1. Keep all church entrances clear of debris/litter. Keep sand and dirt away from entrances. Prepare Church to be clean and ready for Sunday services.
2. Rotate Vacuuming/Sweeping/Dusting/Dry mopping as needed; Church, Office areas, Parish Hall and Barge Hall.
3. Make sure all bathroom/kitchen areas are clean and have adequate supplies as needed (30-day supply rec.) by ordering through our Church Administrator.
4. Make sure all trash is emptied and recycled in appropriate manner.
5. Monitor heating/cooling thermostats making sure they are turned on or off as required. Record instances when controls are not reset when unoccupied.
6. Close and lock all appropriate doors before leaving. Record instances when doors are left unlocked overnight. Close and lock entrances exit as required the days or nights, and after special events as contracted.
7. Sweep & mop the Food Pantry.
8. Monitor all lights and replace bulbs as needed.
9. Arrange tables & chairs for services as required by Rector (i.e. Christmas/Easter); Arrange tables & chairs/misc. for Fellowship in Parish Hall and Barge Hall.
10. Dispose of all dead flowers in the church.
11. Clean doors and windows within reach.
12. Return all coffee pots and clean all cups, utensils, plates, etc. that may be out in the open; use and training of our commercial dishwasher required.
13. Report safety and repair issues to Administrator.
14. Assist in taking down and putting back seasonal decorations.
15. Perform needed set-up and clean-up before and after weddings, funeral services and other functions as contracted by the Administrator.
16. Perform routine maintenance and basic repairs.

17. Buff and wax floors as needed, generally two times per year. Shine church floors before big events (dust, mop, vacuum, wet mop, and then apply shine)
18. Paint and maintain finishes where touch up is necessary.
19. Make sure all tools, signs, etc. are properly maintained and stored appropriately in the Maintenance Closet and keeping overall organization of that space.
20. Serve as liaison contact for volunteers, technicians and tradesmen engaged to perform work on the Church property as needed. Assisting in assignment of duties to volunteers on special "Work Crew Days" for all in-house jobs.

PHYSICAL DEMANDS

The individual in this position must possess physical and sensory ability necessary to safely and successfully perform all essential job functions and responsibilities. This includes but is not limited to: · The ability to safely work with power tools such as drills, saws, floor buffer and vacuum.

The ability to climb steps and minor ladders as well as to bend, pull and push. · The ability to move and carry objects. · The ability to carry and lift to 35 lbs. Candidates for this position must complete a required background check. The individual hired will report to the Rector and/or other staff as designated.

HOURS & COMPENSATION

This position will start at 10 hours per week, with the possibility of additional hours as needed. Employee is not eligible to receive Episcopal Church Employee Benefits. Competitive pay based on experience.

APPLICATION Please send a resume and the name and contact information for three references to admin@calvaryirb.org. Please include the phrase "Sexton Application" in the subject line. Call the office at 727.595.2374 if you have additional questions.