

TRINITY CHURCH
Job Description

Title: Sexton 2 **Reports to:** Church Business Administrator/Treasurer (CBA/T)

Oversight team: Lay Personnel Ministry Team

General Description:

The primary function of the Sexton is to clean Trinity House, Thrift Shop and Office Building, as well as specific duties in the main church building. The Sexton will also provide basic facilities maintenance necessary to provide for the safety and security of church members and guests.

Hours:

This is a part-time position of 20 hours per week; availability Monday – Friday. The Sexton's hours must be flexible to accommodate special events, severe weather, emergencies and scheduled maintenance projects.

Supervision:

This position reports to the CBA/T for all matters related to the job. The CBA/T will monitor job performance, hours of work, vacation time, absences, authorize purchases and assure the safety of the position. Any additional or special needs or requests of the Sexton shall be submitted to the CBA. In the event of the CBA's absence, the Sexton will seek help in the front office.

In addition, the Sexton will follow all policies and procedures outlined in the Trinity Church Lay Employee Policies and Procedures Manual.

Job Duties: GENERAL

Fully responsible to clean all rooms, stairways and hallways in the church office building, Thrift Shop Main Street, Trinity House and Starr Hall floors, as follows:

- Restrooms checked and cleaned - daily
- Empty all garbage's and trash containers - daily
- Vacuum carpets and sweep hard floors – weekly, or more when needed
- Dust furniture and equipment - weekly
- Remove stains from carpets and marks from floors and walls - weekly
- Disinfect kitchen and restroom surfaces and fixtures - daily
- Mop and dry kitchen and restroom floors -weekly, or more when needed
- Clean windows and mirrors - weekly
- Remove miscellaneous waste including boxes and discarded decorations as soon as possible following routine and special events
- Use the approved floor scrubber to clean the Starr Hall floor - weekly
- Remove recycling weekly or as needed – recycling is to be put in the recycling dumpster near the Donation Center

All restrooms shall be inspected and cleaned daily.

- Daily clean and disinfect fixtures, counters and mirrors
- Daily replenish toilet paper, paper towels and soap
- Two times per week or more if needed, wet mop the floor, clean partitions and doors, dust the woodwork and clean the windows

Monitor and maintain exterior steps and walks for pedestrian safety and appearance.

- Sweep dirt from steps and walks
- Pick up litter from steps and walks on a daily basis
- Apply snow and ice melt material during freezing weather
- Remove light snow and ice from steps with hand shovel or broom

Arrange all furnishings (i.e. put up tables and chairs) in specified rooms as requested for special events.

Place and keep furniture and furnishings in designated locations in each room as practical following routine and special functions.

Place and maintain walk-off and floor mats in proper and safe locations to minimize slips and falls, and reduce dirt and mud from tracking into the building.

Replace burned out light bulbs in all fixtures and lamps that are safely accessed by reaching or step ladder. Report hard-to-reach bulbs to CBA/T for replacement. Monitor all doors and windows for proper operation and closure to provide building security. Maintain building security during any cleaning operations.

Follow safe practices in use of electrical and mechanical equipment and chemical supplies. Monitor all interior and exterior areas for insects and rodents.

Ensure a minimum of a two-week supply of all consumable cleaning products is available in designated storage areas. Inform CBA/T when supplies are needed to order.

The Church Sexton shall be able to safely lift and move objects weighting up to 50 lbs. If an object is too heavy or requires more than one person to move it safely, notify the CBA/T so he can arrange for assistance.

The Church Sexton shall read and follow written instructions for cleaning supplies and equipment. Use appropriate personal protective equipment and safety procedures as outlined in the employee manual, Material Safety Data Sheets, equipment manuals and or directed by the CBA.

Hours: 20 hours per week