

Unity Presbyterian Church
Position Description for
PART- TIME SEXTON

Overview:

The part-time sexton reports to and supports the work of the Director of Operations. The part-time sexton's work supports the work of other staff and the ministries of Unity Presbyterian Church by fulfilling the duties assigned him or her by the Director of Operations. These duties will include cleaning and set up duties before and after church events, as well as punch-list repair and maintenance tasks as assigned. The part-time sexton's anticipated schedule would initially be Mondays and Wednesdays, 7:30am – 1:30pm during a training period, transitioning to Friday, Saturday and Sunday, 7:30am till 1:30pm. Scheduled days and hours may vary based on event and facility needs but will not exceed 20 hours per week. Anticipated schedule will include holiday workdays: Christmas Eve, Easter.

Core Attributes of Position:

The part-time sexton's primary goal is to ensure spaces within Unity's facilities are clean and ready for their next event.

Specific Tasks of Position:

Room set-ups, including audio/video, safety/security, climate control, and assisting with food service. Other tasks, in no particular order, as assigned include

- Assisting with handyman repairs
- Assist with the decoration of campus that may require use of ladders.
- Decluttering during the summer for Preschool, basements and other areas.
- Assisting with grounds maintenance: weeding, brush removal, trash pickup, mulch distribution, blowing off sidewalks and grounds, playground maintenance and watering.
- Painting.
- Contribute to campus security by locking doors when necessary and advising supervisor of anyone who is on campus unannounced. This includes vendors, former staff and those who are not church members or family members of students.
- Notify supervisor about unsafe conditions or concerning the need for repairs or supplies' replenishment.

Education and Experience:

High school diploma or general education degree (GED) required. Prior experience in a janitorial or sexton position preferred.

Skills and attributes Required:

- Availability and willingness to workdays, nights, weekends and some holidays as scheduled
- Ability to observe safety and security procedures and to comply with policies
- Ability to read and interpret written information; ability to communicate clearly orally and in writing.
- Ability to do physical work and operate power equipment normally found in janitorial operations, including walking, standing for long periods of time, successfully lifting 70 pounds, reach overhead without restraint, and use a ladder.
- Attention to detail
- Ability to follow schedules and keep commitments
- Ability to follow directions from supervisor
- Ability to demonstrate professionalism
- Must be able to manage time efficiently and to work individually as well as within a team.
- Ability to successfully pass a drug test, which may be requested before hiring and may be requested after hiring as well as passing a criminal background check.
- Must complete Safe Place Child Protection paperwork and training.

Physical Requirements:

Must have hand/eye coordination for use of equipment. Must be able to walk through and around buildings for maintenance as well as across campus, climb stairs and ladders, bend down, set up tables, and carry items weighing up to 70 pounds.

Benefits:

As specified in the Unity Presbyterian Church Employee Handbook; comp time for any holidays worked.

Resumes and inquiries to zwall@unityfortmill.org