



Sexton - St. George's Episcopal Church

Hours: 25/hrs

Compensation: \$20

Overview

The St. George's Sexton serves part-time and is supervised by the Rector, working closely with all other staff, supporting the mission of the parish by providing for the cleanliness, room set-ups, maintenance, and safety of the St. George's buildings and grounds. The Sexton shall be responsible for the weekly maintenance and general upkeep of the Church facilities and grounds as stated in the duties and responsibilities of the Letter of Agreement. The Sexton shall work under the supervision of the Rector.

Essential Duties and Responsibilities

Cleaning & Maintenance

- Inspect and clean the sanctuary once a week unless otherwise told by the Rector or his/her designee.
- Inspect and clean classrooms and restrooms daily (Monday through Friday). This includes, but is not limited to, such duties as sweeping, dusting, washing windows, minor repairs, changing light bulbs, painting as needed, carpet and floor cleaning and related functions.
- Perform thorough cleaning of St. George Episcopal Pre-School Classrooms' daily. This includes following a detailed checklist of Tennessee state requirements for pre-schools.
- Work with Jr. Warden, Rector and Operations Administrator to organize and supervise any outside groups or services needed for larger cleaning projects.
- Empty trash and recycling receptacles regularly.
- Keep restrooms and kitchen stocked with paper products and other staple supplies.
- Submit purchase requests of supplies when needed. All requests shall be submitted to the Operations Administrator.
- Perform minor repairs. Update building and grounds committee on status of needed repairs and maintenance. Maintain basic toolkit.
- General clean-up and maintenance of walkways, parking areas, entrances.
- Check that outdoor lighting is maintained for safety and aesthetics.

Event Set-up/Break-down

- Assist in setting up furnishings and supplies as needed for parish events including, but not limited to, Worship Services, Christian Formation forums, Sunday Coffee, Social Hours, Vestry and committee meetings, Seasonal/Special dinners, and use of parish campus by outside

groups. Arrive on Sunday mornings at 11:30am and clean up the hospitality hour after the last service, including filling and starting the dishwasher.

- When asked by the Rector or his/her designee, help to break down set-ups after the events conclude, storing away furnishings and supplies.
- As available, provide needed services related to weddings, memorials and funerals for which the sexton is compensated directly (see detailed description following).

Secondary Duties/Responsibilities

Wedding Responsibilities (compensated directly by Sexton fee paid by bride and groom)

- Ensure the church is clean.
- Clean bathrooms before and after the wedding ceremony.
- Clean church for Sunday services after the wedding ceremony.

Funeral Responsibilities (compensated directly by Sexton fee paid by family of the deceased)

- Ensure the Church is clean before service.
- Clean bathrooms before and after the funeral ceremony.
- Clean church for next service.
- If used, check library and parish hall areas following reception for trash removal or cleaning needs.

Other

- Perform other duties as assigned.
- Attend special staff meetings.
- Provide special event coverage on a per-event basis.
- Participate in periodic performance reviews by the Rector, with regular goal-setting.
- This and all staff positions are subject to the general human resources policies of St. George's.

Expectations

Working Schedule and Self Care

- This is a part-time position of 25 hours/week.
- Benefits include single person health care coverage and up to a 9% pension match contribution by St. George's.
- Working hours should be arranged with the Rector to accommodate responsibilities without the need to exceed 25 hours per week on any regular basis.
- Vacation time, holidays and days off are expected to be observed to promote physical, mental, emotional and spiritual health and well-being.

Physical Requirements -The position involves work in a wide range of conditions that can be physically demanding. The Sexton must be able to:

- Lift/carry/push weights up to 50 lbs.
- Climb, crawl, stoop and kneel.
- Tolerate exposure to heat and cold and inclement weather.
- Operate and properly maintain power tools and other equipment.

Personal Qualities Needed

- Strong relational skills, service orientation, and a positive personal chemistry; must be comfortable guiding the work of a wide range of people including volunteers from the parish.
- Although St. George's is a religious organization, employee's religious affiliation is immaterial. However, sensitivity to the identity and mission of St. George's is necessary for effectiveness in this role.
- Absolute dependability, ability to communicate clearly, and honesty required.

The responsibilities listed above are representative of the job, may change from time to time, and are not intended to be all-inclusive.

Applicants must undergo a background check and comply with the Safeguarding God's Children training upon employment.

To Apply Please submit a resume and cover letter by email to:

St. George's Episcopal Church
The Rev. Chris Robinson, Rector
2425 S. Germantown Rd 38138
chris@stgeorgesgermantown.org
(901) 754-7282