

Prospect Presbyterian Church
Sexton Job Description
15 hours per week

Mission/Purpose Statement

The Sexton maintains the physical plant of Prospect Presbyterian Church, providing a clean, functional and safe place for worship, education, mission and fellowship.

Accountability

Shall work under the direct supervision of the Pastor (Head of Staff). The Sexton is accountable to the Session through the Personnel Committee. The Personnel Committee will provide to Session an annual review of the Sexton's work in accordance with the Human Resources Manual. This review will include an annual evaluation of compensation.

This position requires completion of a background check to ensure the safety of the children and youth in the building.

Relationships

Works and communicates with the Pastor (Head of Staff), Director of Music, Director of Christian Education, Office staff, and Property Management Committee, as well as the Preschool Director.

Responsibilities

1. Empty trash receptacles as needed and take trash and recycling to the curb on the designated evenings, per the town trash and recycling pickup schedules.
2. Keep tables and chairs organized and clean in each room where groups meet.
3. Set up and clean up for church functions.
4. Keep supply closets organized and tidy. Maintain bathroom, maintenance, and cleaning supplies, communicating the need to order supplies to the appropriate office staff.
5. Check sump pump condition during wet weather.
6. Clean up trash, leaf build up, or branches on the outside grounds including window wells, stairwells, and gutters.
7. Perform occasional maintenance functions such as:
 - a. Install and remove air conditioners
 - b. Change light bulbs
 - c. Minor repairs
 - d. Boiler maintenance
8. Communicate with Property Management regarding maintenance and security needs.
9. Meet with contractors as directed by Pastor, Property Management, or Office staff.
10. Assist Preschool with repairs, lifting, and various odd jobs, as needed.
11. Clean exterior church signs as needed.
12. Trim bushes and water flowers as needed in coordination with Property Management and the gardening team.
13. Seasonally or annually clean windows.
14. Run generator monthly and update Pastor and/or Property Management when maintenance is required.
15. Check building after final Saturday event in the church and before Sunday worship and handle cleanup if needed.

Tasks to coordinate in cooperation with the cleaning company

- Mop all tile floors as needed.
- Dust all furniture and shelves as needed.
- Vacuum all carpeted areas as needed.
- Ensure restrooms are clean throughout the week.
- Clean dishes and utensils from church functions as needed.