

JOB DESCRIPTION
First Cumberland Presbyterian Church
Cleveland, TN
Church Sexton Position
March, 2022

HOURS:

Part-time, approximately 15-20 hours weekly
Additional hours may be needed for special events or for unusual circumstances

DUTIES:

Janitorial, custodial and maintenance tasks performed in and on the Church buildings and grounds, keeping facilities neat and clean.

SUPERVISION:

Sexton works under the General Supervision of the Pastor and the Personnel Committee. The Sexton works closely with the Chairman of the Buildings and Grounds Committee in terms of the jobs requirements as specified under this section. Sexton also works with the Church Secretary to be aware of special services and the various uses, activities and meetings scheduled for the facility and grounds.

QUALIFICATIONS:

Some of the qualifications for this position are as follows:

- Ability to work inside and out in varying climates;
- Ability to lift and/or carry 50 pounds or more;
- Ability to walk, bend and stand extensively;
- Ability to operate light equipment;
- Ability to climb steps and ladders;
- Ability to read and follow both written and oral instructions;
- Must have aptitude and willingness to learn skills on the job;
- Must have knowledge of general tool use;
- Must be aware and follow safe working procedures;
- Must be reliable, responsible and of good character;
- Should have good people skills and the ability to work with a positive attitude with other staff members, the congregation and visitors.
- Must have the ability to work with little supervision and still be able to accomplish the tasks assigned to the Sexton.

EDUCATIONAL REQUIREMENTS:

Should have high school diploma or equivalent; Vocational courses helpful

SCHEDULE OF WORK:

The job duties and responsibilities of the Church Sexton are attached and may be amended from time to time. These are general in nature and should not be taken as all inclusive. The person holding this position must be flexible, adapting to unusual circumstances or special services or meetings or activities at the church.

A specific job duty may be shown as required on a stated frequency, but if an area needs attention more frequently, that will take priority over the frequency which might be listed. The person in the position must be observant of the needs and conditions of the church and respond accordingly.

While there are many duties and responsibilities listed to be performed on a weekly or bi-weekly basis, there are other duties that should be performed on an as needed basis. These would include but are not limited to the following:

- Daily check to make sure that all doors are locked at the end of the day or when church office closes.
- Cleaning the sanctuary on Mondays - including vacuuming, dusting, and emptying trash.
- If someone is using the building, make sure that arrangements have been made for whomever is in charge to have a key or access and that there is an understanding of the return of the key. This would normally be coordinated with the church office.
- Daily check the grounds for litter and any debris that should be picked up and removed;
- Daily walk through the building to check for anything that might be unusual or out of place and address these as needed.
- Daily check for light bulbs that might be out and replace these as soon as possible.
- Daily check the entranceways for dirt, trash, debris, and any other items that might need to be removed. This would include cobwebs along the ceiling of porches and overhangs
- During times of snowfall, check to see that sidewalks and steps are cleared and that salt and/or sand has been placed over slick spots.
- Sexton should be in regular contact with Pastor, Church Secretary and a representative of the Buildings and Grounds Committee regarding the scheduled use of the facilities, any special services, any particular needs and any projects that need to be accomplished.