**Church Sexton Position Description**

Grace United Methodist Church

712 West Church Street

Hagerstown, MD 21740

240-347-2345 (church office)

**I. Sexton Job Summary**

The purpose of the sexton is to maintain the buildings and grounds of Grace United Methodist Church. A successful applicant will ensure all properties associated with Grace UMC are:

* clean and orderly;
* perform basic preventative maintenance and repairs;
* set up church/rooms for use as needed
* inform pastor/church administrator of dangers/concerns about the condition and maintenance of buildings and grounds;
* maintain a 30-day supply of regularly used cleaning and maintenance supplies.
  + Provide an inventory list of needed supplies to the church administrator so they may be ordered.

**II. Responsibilities**

***Daily***

* Keep all church, office entrances, yard, and parking lots clear of debris/litter;
* Rotate Vacuuming/Sweeping/Dusting (doing each at least once a week or more as needed);
* Maintain a schedule for cleaning both the church, office, and parking lots;
* Ensure all bathroom/kitchen areas are clean and have adequate supplies;
* Take out trash and recycling to the curb and retrieve the cans each week. Make sure all trash is emptied and recycled in appropriate manner;
* Monitor heating/cooling thermostats making sure they are turned on or off as required;
* Close and lock all appropriate doors before leaving. Close and lock entrances, exits as required each day and after special events.

***Weekly***

* Each Friday, prepare the sanctuary for services:

1. Dust all surfaces in sanctuary;
2. Monitor all lights and replace bulbs as needed;
3. Dry mop floors in church;
4. Fill candles with oil;
5. Dispose of all dead flowers in the church;
6. Clean doors and windows within reach;
7. Remove trash from Church/Winter Street parking lot.

***Seasonally***

* Mow, mulch property

***Before weekly events***

* Dust and vacuum/dry mop the area;

***As Needed***

1. Remove debris (leaves, etc.);
2. Report safety and repair issues;
3. Perform routine maintenance and basic repairs. Inform pastor/church administrator if there is a major repair needed;
4. Buff and wax floors as needed;
5. Paint and maintain finishes.
6. Make sure all tools, lawnmowers etc. are properly maintained and stored appropriately.

***Occasional Services*** (May require extra pay or comp. time)

1. Serve as liaison contact for technicians and tradesmen engaged to perform work on Church property.
2. Open and close church before and after special functions.
3. Perform needed set-up and clean-up before and after weddings, funeral services, and other functions.

**III. Required Skills and Experiences**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required:

a. Education and experience -High School diploma or GED, with one to three years related experience or training.

b. The ability to read, communicate, comprehend and carry out instructions, short correspondence, and memos.

c. Ability to add, subtract, multiply and divide units of measure.

d. The candidate for this position must have adequate reliable transportation.

e. The candidate must be a self-starter, capable of taking initiative while at the same time being responsible and accountable to other staff members with whom he or she will be working.

**IV. Physical Demands**

a. The individual in this position must possess physical and sensory ability necessary to safely and successfully perform all essential job functions and responsibilities. This includes but is not limited to:

· The ability to safely work with power tools such as drills, saws, mower, floor buffer and shrub trimmer;

· The ability to climb steps and ladders as well as to bend, pull and push;

· The ability to move and carry objects;

· The ability to carry and lift up to 35 lbs.

**Candidates for this position must complete a required background check.** The individual hired will report to the Board of Trustees.

**V. Hours and Compensation**

This position is 20 hours per week, with the possibility of additional hours as needed. Employee will receive paid time off as established by the One Board.