



The Episcopal Church of St. John the Baptist

The mission of St. John's is to love God and love neighbor
as Jesus did: welcoming all, serving humbly, teaching
compassion, and making no peace with injustice.

Position Description

Job Title: Sexton

Position Reports to: Rector

Position is volunteer and unpaid.

Summary

This position is responsible for oversight of the building and grounds of the church and for setting up and cleaning up for events.

Essential Duties and Responsibilities:

- Perform minor repairs and maintenance to the buildings and grounds. When repairs are beyond the scope of the sexton's time or skill capacity, hire and oversee the work of professionals to do the work.
- Daily walk the property and pick up any trash outside and clean up anything out of order inside the building
- Keep bathrooms and kitchen stocked with soap, paper towels, etc.
- Keep an eye on the property, noticing any safety and security issues. Report such issues to the rector. When possible, take care of the issue immediately (i.e., locking a door found unlocked). If it is a larger issue, consult with rector and vestry to determine course of action.
- Put trash cans out on the curb on Tuesday and bring them back in on Wednesdays.
- Set up for events and return room to normal state afterwards. Take out extra trash generated by events.
- Work with office manager on coordinating support for outside groups renting the facilities (i.e., opening and locking up for them, helping them find things while on premises, etc.)
- Daily check the kitchen for any dishes that need to be washed or put away

Job Requirements:

- Ability to manage time efficiently.
- Ability to work well when supervisors are not present.
- Able to work safely with a variety of repair tools and cleaning supplies.

Physical Demands

Walks, sits, stands, bends, lifts, and moves continually during working hours. Is subject to lifting over 50 pounds.