

Unitarian Universalist Church of Kent
Church Sexton Job Description

PURPOSE

- To clean and maintain the Church building, Eldredge Annex and property of the UU Church of Kent

QUALIFICATIONS

- A minimum of one (1) year experience in cleaning and caring for a building with an ability to lift 40 pounds
- Must be able to pass both a background check and a drug test
- Ability to communicate effectively
- Ability to work Sunday mornings in addition to a flexible schedule to accommodate facility rentals

RELATIONSHIP

- Reports directly to the Administrator
- Collaborates with the Trustee for Buildings and Grounds and the Buildings & Grounds Team

RESPONSIBILITIES (include but not limited to)

- Open and prepare the Church building and Annex for Sunday worship in accordance with the Sexton Responsibilities checklist
- Set up and take down tables and/or chairs for church events as requested
- Performs routine cleaning and maintenance of the Church building and Annex in accordance with the Sexton Responsibilities checklist including but not limited to:
 - Prepare the Sanctuary for Sunday services
 - Vacuuming, mopping, dusting and disinfecting necessary surfaces
 - Clean kitchen and bathrooms
 - Removal of trash and recyclables
 - Ensure safety devices such as fire extinguishers, CO2 and smoke detectors, first-aid and AED units receive required inspections and coordinate annual building inspection with Fire Marshall
 - Replace light bulbs and fluorescent fixtures as needed
- Open, prepare and close the Church building for rentals; (additional compensation)
 - Provides needed services related to rentals such as but not limited to parking signs, setting up tables and chair, Sanctuary set-up, etc.
 - Required cleaning following rental use to prepare the Church building for Sundays
 - Examples of rentals can include weddings; memorials; funerals; concerts; meetings and district-wide events
- Notify Administrator of needed supplies
- Removes snow and ice from stairs and walkways of Church and Annex as needed for rentals and special Church events (Needed only when not preformed by snow removal contractor.)
- Completes Work Orders as needed
- Interacts professionally and respectfully with other staff members, church community, volunteers, and guests
- In consultation with the Administrator, establishes and maintains a regular work schedule
- Completes bi-weekly time sheets and cleaning checklist to be approved by Administrator
- Attends regular staff meetings
- Performs other responsibilities as directed within limits of the position

EMPLOYMENT STATUS

- Non-exempt from FLSA
- Employed for a minimum of 12 hours per week year-round; Rentals and special events could increase that commitment, with added compensation