



Unitarian Universalist
Church of Kent

January 24, 2012

Hello,

The Unitarian Universalist Church of Kent is seeking a part-time Church Sexton (custodian). This position (10 hrs./week) is responsible for cleaning and maintaining the Church, Eldredge Annex and property. The complete job description and more information about our congregation is available on our website at www.kentuu.org.

The successful candidate must be a high school graduate (or equivalent) with at least one-year experience in cleaning and caring for a building and have the ability to lift 40 pounds. We will give preference to applicants with previous experience. Candidates must be available to work Sunday mornings; have a flexible schedule to accommodate facility rentals (additional hours and compensation) and will be required to pass a background check and drug test.

Please review the packet information and submit your application, resume and references no later than Thursday, February 9, 2012. Applications will be reviewed upon receipt. All applicants will be notified of the position status when available; no phone calls please.

The Unitarian Universalist Church of Kent is an equal opportunity employer and a fair compensation congregation.

Thank you for your interest,

MaryBeth Hannan
Congregational Administrator

Unitarian Universalist Church of Kent
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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
- Sets up and takes 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 10 hours per week year-round; Rentals and special events could increase that commitment, with added compensation

Sexton Responsibilities

Church Building

Sundays 8:30 - 11:30 AM

Open Church by 8:30 AM
Adjust thermostats and lights
Put out parking signs
Across street at Family & Community Services lot
Accessible parking at Franklin Township Hall
Remove covers from handicap parking - Annex
Clean Annex during 1st Service
Straighten Sanctuary following 1st service (see below)
Bring in parking signs after 2nd service begins at 11:15 am

Twice per Week

Bathrooms
Thoroughly clean once & replenish supplies
Touch-up mid week
Empty dehumidifiers (summer months)

Weekly

Outside "Walk through" to pick up trash
Empty all trash receptacles, including
Upstairs Classrooms
Nursery
Library
Founders Lounge
Fessenden Hall
Kitchen
Bathrooms
Empty recycling containers
Kitchen
Founders Lounge
Vacuum
Sanctuary
Founders Lounge (including sofas & chairs)
Nursery
Fessenden Hall
Stairs
Sweep & Mop
Entry ways
Stairs
Kitchen
Bathrooms
Lift
Prepare Sanctuary for Sundays
Straighten pews & hymnals (teal behind hardcover)
Replenish pew envelopes, visitor cards,
pledge cards, pens/pencils
Remove water glasses (after 2nd service only)
Remove floral arrangements
Remove trash and papers
Items left in Church building taken to Lost & Found
Nursery
Wipe/disinfect all horizontal surfaces including
tables, window sills, bookshelf
Wash Linens
Kitchen towels, table cloths
Water plants
Check supplies; request as needed
Complete Work Orders as needed

Monthly

RE Classrooms
Dust
Vacuum/Mop
Wipe/disinfect all horizontal surfaces
Check for cobwebs throughout building; remove as needed
Wipe bathroom stall walls
Dust Sanctuary, including pews (top & bottom)
Check all light bulbs; change as needed
Check AED light, fire extinguishers, smoke & CO2 detectors
Clean Refrigerator & wipe out

Sweep exterior entryways and steps
Check furnace filters; replace as needed

Quarterly

Vacuum (Wipe Down as needed)
Baseboards
Window sills
Door Frames

Bi-Annual

Check clocks; replace batteries as needed
Replace batteries in smoke & CO2 detectors (time change)
Clean windows
Steam clean all carpets
Seal & wax floors

Annual

Clean Sanctuary Lights
Wash walls in RE Classrooms

As Needed Responsibilities

Spot clean carpets
Complete or fill out work orders - identify necessary repairs
and consult with Building & Grounds
Plunge toilets
Additional vacuuming after special events
Fire Drill or Emergency Assistance on Sundays

Notes and Safety Observations

- Quarterly, Bi-Annual and Annual tasks should be done on a rotating schedule (different tasks each month) so as not to be overwhelmed all at once.
- **Sexton is never to climb ladder alone.**
- **Sexton is not to move or lift especially heavy object alone.**

Sexton Responsibilities

Eldredge Annex

Weekly

Vacuum

Downstairs

Stair steps

Upstairs

Mop

Tile floor in kitchen

Bathroom

Empty Trash (all rooms)

Empty Recyclables (all rooms)

Wipe down meeting table

Wipe out sink & microwave

Dust meeting area

Water plants

Monthly

Dust

Sweep steps, porch & ramp

Check; clean or replace as necessary

Smoke & CO2 detectors

Dryer vent & vent hose

Washer lint trap

Furnace filters

Pour water down shower & tub drains

Bi-Annual

Clean windows

Replace batteries in smoke & CO2 detectors

Vacuum & dust

Baseboard

Door frames

Window sills

Corners of rooms

Steam clean all carpets

Clean/dust blinds

As Needed Responsibilities

Clean shower (used a few times a year)

Spot clean carpets

Complete work orders

Plunge toilets

Additional vacuuming after special events