



**Position Title:** Sexton **Date:** December 2021  
**Status:** Part-time, non-exempt  
**Supervised By:** Program Manager

**Primary Purpose:**

The sexton is responsible for maintaining a high standard of cleanliness and readiness of Church facilities to make ministries possible at the Cathedral and the wider community.

**Essential Functions:**

- Open and properly set up the appropriate area(s) before church services, which includes helping the Altar Guild if needed.
- Clean up and ensure that all doors are locked after church services.
- Open and close designated areas for outside groups.
- Janitorial work including, but not limited to, sweeping, dusting, washing windows, emptying trash, carpet and floor cleaning.
- Yard work including, but not limited to, raking, watering, pruning.
- Light maintenance work including, but not limited to, changing light bulbs, painting, hanging items on the walls, cleaning filters.
- Perform other related duties as may be required or assigned.

**Other Functions:**

- Refill supplies in the office, restrooms, and other areas of the facility.
- Take inventory of supplies and inform supervisor when supplies need to be ordered.
- Inform supervisor of any repairs or safety issues that need to be addressed.
- Cleaning of the fountain.
- Pick up supplies, deliver items that need to be repaired, and other errands as needed.

**Working Conditions:**

Indoors both air-conditioned and not air-conditioned, outdoors in all types of weather.

**Work Hours (10-13 hours/week)**

Saturdays 8:00 am – 12:00 pm

Sundays 6:30 am – 12:30 pm and 4:00 pm – 7:00 pm one Sunday evening a month

\*Other days, as needed, for church services including, but not limited to, Christmas Eve and Day, Holy Week, Thanksgiving, and other important church holy days

**Physical, Mental, and Communication Demands:**

- Requires carrying of tables and chairs up to 50 pounds, climbing ladders, moving furniture.
- Requires communicating and establishing relationships with diverse groups of people including, but not limited to, supervisor and co-workers, Altar Guild, outside groups, congregants, general public.
- Must follow specific instructions and safety procedures, working to specific routine.
- Requires basic reading, writing, math, and problem solving.

**Qualifications / Skills / Experience:**

- High School Diploma or GED
- Current Driver's license and clean driving record required. A vehicle is preferred but not essential.
- Able to lift, push, pull and move furniture, supplies, etc. up to 50 pounds unaided.
- Able to climb steps and ladders as well as to bend, squat, stand, and maneuver into tight areas.
- Able to work independently, with limited guidance or monitoring.
- Able to be flexible with job duties to accommodate last minute requests.
- Experience with facilities maintenance preferred.

**AAP/EEO Statement**

The Cathedral of St. Andrew provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.

\*Proof of COVID-19 vaccination is required for all employees hired after Sept. 30, 2021.

