

# All Saints Presbyterian Church

## JOB DESCRIPTION

**JOB TITLE:** Church Sexton

**REPORTS TO:** Director of Finance & Operations

**OVERALL MISSION:**

To serve the Triune Lord through the maintenance and upkeep of all church facilities, that All Saints might live as the body of Christ in Austin for the world.

**SCOPE OF POSITION:**

The Sexton is responsible for the maintenance of church facilities, furnishings, equipment, and grounds beyond the scope of the church's established contracted services (janitorial, landscaping maintenance, mechanical maintenance).

**HOURS:**

Total hours estimated at 10-15 hours/week. Schedule negotiable. Hours to be spread across 3 or more days per week. Additional opportunities throughout the week may also be available.

**SPECIFIC RESPONSIBILITIES:**

- Inspects rooms regularly, putting furniture in its place and disposing of trash.
- Inspects and inventories supplies, providing feedback regarding items needed.
- Sets up rooms prior to events. Cleans up after events and rearranges furniture as needed.
- Performs groundskeeping duties outside the scope of our contracted landscaping service:
  - Maintains the church grounds. Keeps sidewalks clear of debris, rocks, leaves, etc..
  - Performs weather-related grounds work: Places/removes rubber mats as appropriate. Removes ice/snow as needed.
  - May be responsible for the maintenance of seasonal flowers.
- Performs janitorial duties outside the scope of our contracted janitorial service:
  - As needed, removes trash, dusts, and vacuums.
  - As needed, cleans bathrooms and kitchens (including ovens, refrigerators, and freezers).
  - As needed, cleans windows and floors.
  - As needed, cleans building areas.
- Periodically inspects equipment and reports equipment breakdowns and major problems.
- Performs other light duty maintenance as needed.
- Other duties as assigned.

**SKILLS AND QUALIFICATIONS:**

1. Love for God and for the Church.
2. Enthusiasm for All Saints' philosophy of ministry.
3. Dependability, accuracy, and confidentiality.
4. Sufficiently relational. Warm personality.
5. Hard working, committed to excellence, and self-motivated.
6. Humble and teachable spirit.
7. Natural affinity for collaboration and teamwork.
8. Preferred: Proficiency in basic office equipment and telephone skills.
9. Preferred experience: 3+ years in large-scale janitorial and/or maintenance.

**CLASSIFICATIONS:** Operations Staff, Non-ministerial

**EMPLOYEE STATUS:** Part-time (initially estimated as 10-15 hours/week)

**OVERTIME STATUS:** Non-exempt

**TARGET PAY RANGE:** \$13.00-15.00/hr