

## Job Description

**Title:** Weekend Sexton  
**Reports to:** Parish Administrator  
**Position:** Part Time (15 Hours/Week)

### **Position Summary:**

The Sexton keeps the building and grounds clean and orderly; performs basic preventative maintenance and repairs; and sets up church/rooms for use as needed. as

Responsibilities include, but are not limited to:

- Keep the Parish Administrator advised of dangers/concerns about the condition and maintenance of buildings and grounds.
- Keep all church entrances and yard clear of debris/litter.
- Make sure all trash is emptied and recycled in appropriate manner.
- Unlock doors at beginning of the day according to instructions given by Parish Administrator.
- Make coffee for groups that are meeting including AA, church coffee hour on Sunday mornings. Keep coffee area clean and wash dirty cups before leaving for the day.
- Close and lock all doors before leaving and make sure lights and coffee pots are turned off.
- Set rooms for events and meetings as determined by Event Planning Forms and Parish Administrator, including moving furniture and setting up for Sunday evening service in the Parish Hall.
- Perform basic maintenance tasks and repairs such as replacing light bulbs, painting, patching holes in the wall, etc.
- Perform basic grounds maintenance such as spraying for weeds, weed-eating, keeping garden trails clear of debris, and trimming.
- Perform needed set-up and clean-up before and after weddings, funeral services, and other functions as assigned.
- Communicate with Parish Administrator and Weekday Sexton to complete the list of assigned Sexton tasks.

To apply, please contact Jen Manning at [jen@ssechurch.org](mailto:jen@ssechurch.org).