

## JOB OUTLINE FOR CHURCH SEXTON EFFECTIVE CONTRACT 2020

### **Overview**

Redeemer Lutheran Church, located at 802 N. 19th Street has an opening for a part-time sexton. This position requires both indoor and outdoor work.

Experience as a handyman is preferred but not a necessity for the position. The position pays \$13.25/hr. and requires approximately 17 hours of work per week.

The job description is below. Interested parties should call the church office at (610) 434-1291 during the week.

### **Job Description**

The job outline shall include the church including nave narthex, fellowship hall, sacristy, and education extension.

#### **I. Worship center-Nave**

1. Vacuum rug, clean and dust pews, altar, railings and furnishings and window sills
2. Turn pew cushions once a month
3. Remove bulletins, inserts, etc. from hymn racks
4. Replace communion cards and envelopes as needed on church pews
5. Sharpen pencils as needed
6. Remove wax from cushions
7. Shampoo rugs once a year or as needed The rug inside the center entrance doors shall not be shampooed

#### **II. Narthex and sacristy**

1. Clean and mop floor as needed
2. Keep table and chairs clean
3. Exterior steps shall be free of snow, ice and debris
4. The rest room in sacristy shall be cleaned or at least checked daily

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5. Defrost refrigerator as needed

### III. Fellowship Hall and two adjoining classrooms

1. Maintain clean floors and dry or wet mop as needed
2. Wax floor as necessary
3. Check schedule with secretary regarding setup of table and chairs in all rooms
4. Dust chairs and coat racks as needed
5. Extra tables and chairs are to be stored in an orderly fashion
6. Clean restrooms daily if kitchen and/or fellowship hall in use
7. Keep stage clean
8. Empty all waste cans

### IV. Kitchen

1. Clean floor, dry mop or wet mop as needed
2. Wax floor as necessary
3. Counter tops and sinks to be kept cleaned
4. Empty trash containers
5. Cabinets, refrigerator and stoves are to be kept clean by the groups using the kitchen. It is their responsibility to clean after each use

### V. Boiler room

1. Keep boiler room clean and discard unneeded supplies, tools, etc.
2. Tools and equipment shall be kept in good working order

### VI. Sexton supply room

1. Church maintenance supplies shall be kept in orderly manner
2. Cleaning equipment shall be kept in working order- report to Support Ministry any issues with equipment

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VII. Educational building including all offices, library, chapel, choir room resource room and art room

1. Clean rooms, window sills, chalkboards, empty waste cans in used rooms
2. Vacuum rooms and mop hallways as needed
3. Clean stairs and stairwells
4. Keep exterior stairways free of snow, ice and debris
5. Maintain clean rest rooms
6. Shampoo rugs yearly or as needed
7. Clean windows as needed
8. During summer months when classrooms are not in use it is only necessary to make visual inspection to determine if any action must be taken

VIII. Coordination with Support Ministry

1. The sexton shall report immediately any repairs that require outside contractors to resolve
2. The sexton shall report any repairs that can be resolved by Support members
3. If an inspection is made in the building (fire, health, etc.) the sexton shall immediately report any issues that are noted by the inspectors

IX. Misc.

1. The sexton shall be responsible for placement of trash, garbage and recycling on curb nights of city pickup
2. The sexton shall coordinate with Support the installation of window air conditioners
3. The temperatures of freezers and refrigerators shall be checked daily
4. Police the exterior property daily for trash and debris and check for property damage
5. Replace light bulbs as needed- where one person cannot safely perform this duty the Support Ministry shall be notified

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6. Check fire extinguishers monthly for adequate pressure. Notify church secretary if fire extinguisher contractor is needed to repair or refill
7. On those occasions when church members are working on projects, the members can request assistance from the sexton to provide any short time help that otherwise would be difficult for the member to complete.
8. The Support Ministry shall be available for those occasions when the sexton is unable to perform his/her duties or when certain maintenance repairs require several workers to assist
9. Pickup supplies from vendors who do not deliver
10. If a worship service occurs during ice or snow conditions and the contractor is not on church property the sexton shall make an effort to have ice and snow removed for the safety of the parishioners

### X. Weddings and funerals

1. Clean narthex, church, and outside entrance The narthex shall be cleared of tables, literature, etc if the narthex will be used for a viewing

**This job outline shall not be considered rigid and flexibility will be allowed should the need arise for adjustments in work schedule and or job duties. There may be maintenance functions necessary that are not specifically identified in this outline that can be completed as need. The sexton shall inform the Support Ministry and/or Personnel Comm. of needed adjustments to this outline.**