

# St. Mark's Episcopal Church

## Custodian Job Description

<b>Job Title: Sexton (Maintenance Person)</b>	<b>Date: November 2020</b>
<b>Supervisor: Rector</b>	<b>Hours: 18 Hrs/Wk</b>

1. *Job Purpose:*

This is a hands-on position that independently performs tasks, helps to oversee other Sextons of the Parish and be of assistance to staff, volunteers, workers and contractors. Ensures the building and grounds are clean and well maintained. Works to support any and all activities of the Parish. Works with Property Ministry to schedule and perform preventive maintenance on the buildings and its operating systems (HVAC, roofing systems, kitchen equipment and alarm systems), and grounds (lawn care, irrigation systems, winter snow removal—parking lots and sidewalks).

2. *Education, Experience and Knowledge:*

Education:

- High School Diploma or equivalent – must be able to read, write and interpret verbal and written instructions.
- Valid driver's license with a clear driving record

Experience:

- Prior building maintenance, cleaning and repair experience.
- Must be familiar with/become familiar with building and health inspection processes procedures and ensure compliance with all pertinent regulations.

Knowledge/Skills/Abilities:

- Must be able to communicate effectively with leadership and colleagues to ensure instructions are clearly understood and work assignments are completed
- Must be able to work with hand and power tools
- Working knowledge of email, voicemail and familiarity with systems controls (sound/video systems, HVAC, security systems, etc.)
- The ability to maintain schedule and prioritize projects

3. *Major Duties:*

<b>Major Duties / Responsibilities</b>
<ul style="list-style-type: none"><li>• Ensures St Mark's buildings and grounds are safe, clean and in good repair. Independently schedules and performs day-to-day and seasonal maintenance, custodial tasks and repair work. Requests additional staff / resources and works within budget to ensure projects are completed in a timely, safe manner. Provides guidance to support staff as needed.</li></ul>

<ul style="list-style-type: none"> <li>• Attends and participates in staff meetings to provide updates and receive direction. Works closely with staff to confirm building schedule. Works to ensure that the building is ready for each event and cleaned up afterwards if needed.</li> </ul>
<ul style="list-style-type: none"> <li>• Liaison with external vendors, oversees and is accountable for their work. Schedules work to ensure facilities are clean and ready for on-site meetings and gatherings that occur throughout the week (classes, meetings, funerals, weddings, special events). Continuously evaluates processes and looks for opportunities to improve them.</li> </ul>
<ul style="list-style-type: none"> <li>• Works within the established budget.</li> </ul>
<ul style="list-style-type: none"> <li>• Performs other duties as required (see below)</li> </ul>

4. *Other Duties:*

Ability to lift 40 pounds from floor to waist level and be able to bend, reach and walk/stand for extended periods. In conjunction with the Finance Manager assists with the list of vendors and helps to coordinate and guide their work as needed. Executes the following specific custodial duties, including but not limited to:

1. Maintaining an inviting and clean environment to support our ministries.
2. Works with other sextons as needed.
3. Opening and closing the building when needed.
4. Ensure interior cleaning, (excluding carpet cleaning and floor waxing).
5. Remove trash from building and ensure that recycling is taken care of.
6. Provide a security presence as requested.
7. Assist with Breakfast Café as requested.
8. Assist with coffee service as requested.
9. Dish washing as needed.
10. Keep entry's clear of ice and snow as necessary.
11. Set up/tear down of rooms as requested.
12. Assist the Rector and Staff as requested.
13. Work with Property Ministry as needed.
14. Assist at Weddings and Funerals as needed with additional compensation.
15. Maintain a log of specific things needed and as requested.

5. *Decision Making Authority:*

Makes decisions as needed as well as in collaboration with the Rector, other professional staff and parishioners involved in maintaining the property of the Parish.

Typical Problems:

Scheduling and completing work assignments.