

Sexton Position Description –St. Ambrose Episcopal Church
February 2022

I. SEXTON JOB SUMMARY

The purpose of the Sexton is to keep the building and grounds of St. Ambrose Church clean and orderly; perform basic preventive maintenance and repairs; set up church/rooms for use as needed. Keep Office Administrator, Junior Warden, Rector and/or Senior Warden advised of dangers/concerns about the condition and maintenance of buildings and grounds. Keep and maintain a 30-day supply of regularly used cleaning and maintenance supplies.

II. JOB RESPONSIBILITIES

WEEKLY

- a. Keep all church entrances clear of debris/litter, leaves, etc.
- b. Vacuuming/Sweeping/General Dusting of Office, Church, Barcelona House and Classroom areas
- c. Clean and disinfect all bathroom/kitchen areas and replace needed supplies of paper towels and toilet paper, etc.
- d. Make sure all trash is emptied and recycled in an appropriate manner.
- f. Monitor all light bulbs and replace as needed.
- g. Water plants in courtyard and sidewalk areas as needed in summer.
- h. Clean AC units to clear them of cottonwood debris during the cottonwood season.
- h. Provide inventory list of any needed supplies to Bookkeeper to be ordered.
- i. Clean gutters of pine needles, leaves and other debris.
- j. Mow lawns as needed during the spring and summer.

AS NEEDED

- a. Report safety and repair issues.
- b. Assist in taking down and putting back seasonal decorations.
- c. Perform routine maintenance and basic repairs.
- d. Make sure all supplies and tools are properly maintained and stored appropriately.
- e. Replace HVAC filters monthly, or as recommended by the manufacturer.
- f. Change/set thermostats seasonally.
- g. Organize and coordinate repairs that are beyond the scope of this work in consultation with the Rector or designee.

III. REQUIRED SKILLS AND EXPERIENCE

The requirements listed below are representative of the knowledge, skill and/or ability required:

- a. Education and experience -High School diploma or GED, with one to three years related experience or training.
- b. The ability to read, communicate, comprehend and carry out instructions, short correspondence and memos, in English.
- c. The candidate for this position must have adequate reliable transportation.
- e. The candidate must be a self-starter, capable of taking initiative while at the same time being responsible and accountable to other staff members with whom they will be working.

The candidate will agree to full COVID vaccination, clean background check, and will complete the Safe Church program provided by The Episcopal Church in Colorado. The individual hired will report to the Rector and/or other staff as designated.

IV. PHYSICAL DEMANDS

a. The individual in this position must possess physical and sensory ability necessary to safely and successfully perform all essential job functions and responsibilities. This includes but is not limited to:

- The ability to climb steps and ladders as well as to bend, pull and push.
- The ability to move and carry objects that may weigh up to 50 lbs.

V. HOURS & COMPENSATION

This position will start at 8 hours per week. Pay starting at \$15 per hour. Working hours are flexible and to be coordinated with the Rector.

VI. APPLICATION

Please send a resume and the name and contact information for three references to revanne.stambrose@gmail.com. Call the Rev. Anne Richter at 502. 644. 9973 if you have additional questions.