

First Presbyterian Church, Sarasota
Position Description

Job Title: Church Sexton

Job Summary:

- The Church sexton is responsible for the maintenance and appearance, cleanliness and security of the Church's building, and property. This is a part-time position. The Sexton works closely with the Operations Manager and Property Ministry Team. The Sexton is expected to work in cooperation with other church staff, members and outside agencies authorized to utilize the church building.

Primary Duties

- Opens and closes buildings on assigned days, except when other persons are authorized to do so. Adjusts thermostats and lighting, etc.
- Manages the set up and take down the sanctuary, fellowship hall and rooms as needed for worship services, classes, and meetings. Set up any requested tables/ displays/equipment in courtyard and/or narthex, or classrooms as needed.
- Prepares coffee service for all Sunday coffee hours.
- Campus inspections / schedule regular maintenance
 - the HVAC chiller system, all air handlers and fan coil units, kitchen equipment, fire protection system, roof, rain gutters and drains
 - safety devices such as fire extinguishers, smoke detectors and emergency lights, elevators etc.
 - camera system, intrusion alarm system and fire alarm system
- Campus and building maintenance
 - replaces light bulbs and fluorescent tubes in all areas of the campus
 - painting interior and exterior
 - plan with supervisor and carry out seasonal tasks such as floor polishing, rug cleaning, tree trimming. Repairs and maintenance for preschool.
- Maintain attractive grounds, performing basic functions:
 - removes leaves, palm fronds, and debris and blowing off walkways in preschool and church courtyards and any exterior areas.
 - removes rubbish from the premises for proper disposal
 - oversee landscaper
- Report major repairs needed to supervisor
- Run local errands that are needed by the church. (Mileage to be reimbursed)
- Coordinate church members and volunteers who help with maintenance or grounds work
- Provides needed services related to weddings, memorials, and funerals for which the sexton is compensated separately.
- Performs other tasks and responsibilities as assigned by the Operations Manager.
 - Willingness to assist with off-hour emergencies when possible.

Knowledge, Job Skills, and abilities

- Basic maintenance and repair skills
- Ability to work in a physically demanding work environment
- Ability to lift and move large objects with assistance as needed
- Ability to climb ladder
- Ability to multi-task and perform daily tasks without direct supervision, in a timely and efficient manner
- Good organizational and planning skills and an ability to delegate to others and volunteers when possible
- Ability to communicate with supervisor, staff and volunteers on facility needs and uses
- Ability to communicate knowledgably with contractors and vendors for facility needs

Accountability, Salary and Benefits

- The Church Sexton reports to the Operations Manager.
- This position is a part-time, non-exempt position.
- The compensation is suggested by the Personnel Committee and approved annually by Session.

I have read and received a copy of my position description. I understand this position description supersedes any previous version and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor.

Employee **Date**

Supervisor Date