



POSITION DESCRIPTION

POSITION TITLE:	SEXTON
REPORTS TO:	Pastor, Property Committee Chair
CLASSIFICATION:	Non-Exempt - Non-ministerial Position

POSITION SUMMARY:

The Sexton is responsible for the condition of the St. Mark facilities and grounds with the goal to assure that all church members, staff, and guests find our facilities and grounds clean, fresh, well organized, and have a pleasant experience.

RESPONSIBILITIES:

- Provides day-in-day-out cleaning, trash removal and minor maintenance services for the church facilities and grounds.
- Provides sanitary conditions in the kitchen, food services, nursery and bathrooms.
- Assists with equipment set up and take down.
- Sets up for various special events/meetings/classes/dinners, etc.
- Responsible for stocking consumables in the kitchens and bathrooms and for changing out lighting bulbs.
- Assists Property Committee or staff in performing non-routine maintenance.
- Setups for various special events/meetings/classes/dinners, etc.
- Participates in weekly staff meetings.
- There is no “regular day”, nor is there a “regular week” in the Sexton’s schedule. Each day and each week requires a different set of tasks to be performed and not necessarily in the same time frame. Typical Sunday starts about 6:30 am and generally ends around 1:00 pm and includes the following tasks:
 - Open and close buildings used making sure the campus is secure after worship
 - Make coffee and distribute
 - Assure that the sanctuary is ready for worship
 - Set out Visitor parking signs
 - Police grounds and remove debris
 - Blow leaves from entrances as needed
 - Check HVAC temps throughout the building
 - Make sure all lights are working and replace if necessary
 - Follow-up on tasks that were not completed on Saturday including room set ups
 - Be available to assist anyone, i.e., for a setup display, equipment needs, etc.
 - Be available for emergency repairs, clean spills, etc.
 - Break down classrooms in Family Life Center as required
 - Setup for classes to be held that afternoon and/or evening
 - Remove and cleanout coffee dispensers.

- Dump trash containers as needed
- Typical Monday - Friday includes the following tasks:
 - Clean all offices, copy room and library
 - Clean and stock restrooms
 - Clean kitchen
 - Clean FLC
 - Clean sanctuary/narthex/balcony:
 - o Vacuum Floors
 - o Vacuum Pews
 - o Polish Pews
 - o Clean chancel area
 - o Clean choir room and sound room
 - Clean all glass doors and windows as needed
 - Replace light bulbs as needed
 - Outside maintenance:
 - Replace lighting, clear entryways, water plants, pick up yard, parking lot
- Typical Saturday includes the following tasks:
 - Clean the entire interior of the building:
 - o Includes all offices
 - o Includes the sanctuary
 - o Includes the FLC
 - o Includes the kitchen
 - o Includes the restrooms
 - o Includes all glass doors
 - o Includes brass steps/stairs poles
 - Setup for classes in Family Life Center
 - Clean outside, including parking lot and sidewalks

TIME REQUIREMENT: 30 hours per week. The position will be compensated for additional hours worked only when approved by the Pastor or Property Committee Chair.

WORK ENVIRONMENT: This position operates in a church environment. Work will be on both on outside grounds and building and inside facilities including the sanctuary, offices, rooms, hallways and gymnasium.

QUALIFICATIONS:

- Christian possessing sustaining faith in Jesus Christ and demonstrating grace to all.
- Have a High School diploma or equivalent.
- Have and maintain a valid Texas driver's license.
- Be able to speak, hear, understand, read, and write English.
- Have excellent verbal and written communication skills.
- Familiarity with cleaning and sanitation processes, equipment and chemicals.
- Familiarity with basic HVC, plumbing and electrical services.

COMPETENCIES:

- **Teamwork** - Works collaboratively with others with a positive spirit; supports other individual's and ministry team's efforts to succeed; open to others' views; gives and welcomes feedback; helps build morale and commitments to goals; active in life of St. Mark

- **Interpersonal Skills** - Treats others with respect; inspires trust; demonstrates hospitality and tactfulness with members and visitors; manages difficult situations to avoid or resolve conflicts; exhibits compassion, empathy, sensitivity, enthusiasm, and optimism
- **Dependability** - Keeps commitments; completes tasks on time or notifies appropriate person; ensures work responsibilities are covered when absent; is consistently at work and at meetings on time; works ethically, honestly and with integrity
- **Adaptability** - Accepts and adapts to changes in the work environment; responds to direction from leadership; manages competing demands; able to deal with change, delays, or unexpected events; reacts well under pressure; communicates when problems arise
- **Professionalism** - Good quality and quantity of work products; asks for and offers help when needed; displays initiative, creativity and self-motivation; demonstrates discretion and confidentiality; knowledgeable but strives to improve; speaks, writes and listens well; conducts personal life to reflect a positive image

PHYSICAL REQUIREMENTS:

- Be able to perform all physical movements necessary to fulfill the job description.
- Be able to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Be able to lift, pull, push up to 50 pounds without assistance; carry 50 pounds; and be capable of bending, stooping and sitting on floor.

EVALUATION:

The Sexton will receive an initial evaluation after a 90-day probation period to determine continued employment. The Pastor, in consultation with the Property Committee Chair and others, will conduct an annual review as directed by the Personnel Committee. Adequacy of performance will be judged by quality of work done, efficiency of a self-directed schedule for accomplishing tasks, meeting requirements of this Position Description and ability to respond graciously to requests from church members, ministries and vendors.

The information provided in this position description has been designed to indicate the general nature and level of work performed by incumbents holding this position. It is not to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of staff assigned to this position. Session has sole discretion to add or modify duties of the position and to designate other functions as essential at any time. This position description is not an employment agreement or contract.

PERSONNEL COMMITTEE CHAIR

DATE

I have received and reviewed a copy of this Position Description and agree to abide by its requirements.

SIGNATURE OF SEXTON

DATE