

POSITION DESCRIPTION: SEXTON (Part-Time Nonexempt)

PURPOSE: To provide a comfortable and safe environment for staff, members, and guests of the Church.

ACCOUNTABILITY: The Sexton reports to the Property Manager, who reports to the Pastor/Head of Staff.

WORK WEEK: This position is for up to 20 hours per week. The Sexton has the option to work special events if approved by his/her supervisor. A time sheet will be recorded by the Sexton, submitted to the supervisor, and turned in to the Financial Secretary weekly.

BENEFITS: Benefits will be according to the policies for nonexempt employees as set forth in the Personnel Policy Manual.

RESPONSIBILITIES:

1. Unlock the building on Sundays and evenings as needed for various activities. Turn on lights, unlock doors, provide on-site presence, and patrol the building during scheduled hours. Turn off lights, and check all windows and doors before closing the building after each work day.
2. Be accessible for requests or needs of staff, members, and guests of the Church.
3. Maintain the church building-use calendar and assist building-use applicants in their event logistics. Determine, receive, and process applicable fees and deposits according to the General Building and Facility Use Policy. Receive and process requests from Southminster groups for rooms. Provide monthly a report of activity to the Building and Grounds Committee and annually a report of building use accounting.
4. Receive and process wedding applications; assist with prewedding logistics.
5. Perform light maintenance in the Church office. This includes emptying of office trash cans daily.
6. Maintain the office entrance in a manner which provides members and guests with an attractive "first impression." This includes vacuuming, cleaning of the doors, and emptying of the outside trash container as may be required. Maintain the education wing west entrance free of leaves.
7. Set up the Christian Fellowship Center and vacuum as needed; clean and mop the CFC kitchen after use.
8. Notify the Property Manager of any HVAC or maintenance items which require attention. Check exit lights for proper operation, and change bulbs as needed.
9. Set up audiovisual equipment as needed.
10. Perform reprographics services (e.g., copying, printing, folding, cutting) as requested by the Church Secretary.

POSITION REQUIREMENTS:

- Has a welcoming, helpful attitude; effectively represents Southminster.
- Is committed to the security and safety of the building and to the cleanliness of specific areas.
- Is accurate in recording and communicating building reservations.

RELATIONSHIPS: The Sexton works with the Property Manager, with the Pastor/Head of Staff as appropriate, with the Building and Grounds Committee, and with members of both the Church and the community.

EVALUATION: Performance evaluation and salary review will be conducted annually by the Property Manager with participation by a member of the Building and Grounds Committee and a member of the Personnel Committee.

APPROVED: November 10, 2008

EFFECTIVE: January 1, 2009

SIGNED BY INCUMBENT:

_____ Date: _____