

Head Sexton

St. Peter's Episcopal Church, Ladue

A sexton is an employee of a church charged with the maintenance of its buildings. The sexton serves to maintain a high standard of cleanliness and readiness of Church facilities to enable the work and ministry of the congregation and to create a pleasant atmosphere for members, guests, and staff. The Head Sexton is responsible for managing the tasks and duties of the evening and weekend sexton.

Primary Duties & Responsibilities:

Set up and break down furniture and equipment for meetings and events daily.

Open and close the church buildings; arm and disarm security alarm systems.

Respond to parishioners and visitors in a courteous and professional manner.

Clean all spaces according to daily, weekly, and monthly schedules.

Clean all restrooms, refill soap dispensers, and restock paper supplies daily.

Manage routine inspections (elevator, fire, AED, etc.) as well as contracted maintenance such as irrigation, fountains, lawn service, snow plowing, etc.

Order all maintenance supplies in conjunction with Chief of Staff and manage/maintain inventory.

Clean kitchens, including large commercial stove and refrigerators; operate and empty dishwashers as needed; launders items as needed.

Perform basic preventative maintenance and repairs.

Maintain clergy vestments.

Maintain outdoor areas daily, including sweeping, blowing leaves, picking up trash, and disposing of small branches/debris. During the winter season, responsible for shoveling light snow and salting exterior areas (flexible schedule will be required during snowfall). Power wash columbarium, fountains, and other external areas on an as needed basis.

Report all maintenance and / or repair needs to Chief of Staff in a timely fashion.

Perform special cleaning projects as needed in addition to regular maintenance responsibilities.

Read and reply to email communications in a timely manner.

Attend meeting and trainings as assigned.

Other tasks as assigned.

Supervision:

The Sexton reports to the Chief of Staff. Other members of the staff and parishioners may occasionally request assistance when needs arise in their areas of ministry. We are a collegial and collaborative staff who work together to carry out our ministries as a team.

Qualifications and Skills Required:

- High School Diploma or GED
- Must have adequate reliable transportation.
- At least five years of experience with janitorial or custodial experience required; prior experience within a church setting preferred.
- Prior supervisory experience is preferred.
- Flexibility and dependability a must, as well as high attention to detail.
- Able to lift, push, pull and move equipment, supplies, etc. up to 50 pounds and climb stairs / ladders as required.
- Able to perform, on a regular basis, moving tables, stacking chairs, moving, setting up, and staging units. Occasionally move office furniture.
- Able to use cleaning and maintenance materials and equipment safely.
- Able to work cooperatively as a member of a team and independently; able to work tactfully under deadlines.
- Must firmly yet professionally enforce all facility rules and policies and must likewise abide by the same rules in his/her work.
- Able to interact courteously and respectfully with diverse staff, volunteers, parishioners, visitors, and vendors.
- Able to communicate orally and in writing in English; basic computer skills needed to read, comprehend, and respond to written instructions, schedules, notifications, and emails.
- Able to work with a variable work schedule, depending on the season and events on the church calendar. Overtime is occasionally required and compensated as legally required.
- Must be able to work holidays, including Christmas Eve, Christmas Day, and Easter; alternate days off are provided in coordination with the Chief of Staff.
- Criminal background clearance required post offer.
- This is an "employee at will" position.

Scheduled Work Hours: (36 hours)

Monday: 1:00 to 5:00 p.m. (4 hours)

Tuesday: 9:00 to 5:00 p.m. (8 hours)

Wednesday: 9:00 to 5:00 p.m. (8 hours)

Thursday: 9:00 to 5:00 p.m. (8 hours)

Friday: 9:00 to 5:00 p.m. (8 hours)

Some night and weekend work may be required.

Salary and benefits:

This is an hourly position, with full benefits including medical insurance, sick leave, vacation, and pension. Rate of pay is \$20 an hour.

Deadline to apply:

Friday, Oct. 22, 2021

Please email applications to:

Angela Mahan, Chief of Staff
angelam@stpetersepiscopal.org