

FIRST UNITARIAN UNIVERSALIST SOCIETY OF ALBANY

JOB TITLE

SEXTON

ACCOUNTABILITY AND OVERSIGHT

Reports to the Church Administrator

POSITION STATUS

0.25 FTE, 10 hours/week

POSITION SUMMARY

The Sexton works on Sunday (4-6 hours) and Monday (4-6 hours, flexible days possible) and is responsible for Sunday morning operations and taking care of the church property.

Sunday tasks are described in the Sunday To Do list and the weekly schedule of the day's specific activities. These include preparation and clean up for the service, coffee hour, and other scheduled activities, and for taking care of the church property.

Maintenance entails responsibility for performing tasks on the monthly maintenance schedule, minor repairs and replacements, reporting larger repair and replacement needs, keeping the building tidy by returning items to storage locations, and yardwork.

JOB DUTIES AND RESPONSIBILITIES

Responsibilities include, but are not limited to, the following:

SUNDAY BUILDING OPERATION TASKS

- Open building and rooms, regulate lights and heat, clean snow/trash off entry steps, tidy bathrooms/add supplies, mop lobby as needed, empty trash/recycling as needed
- Set up all required equipment for Sunday service, record service, clean up afterward
- Set up for coffee hour, make coffee, and clean up afterward; clean and maintain kitchen and pantry, including inventory and ordering
- Other items on the Sunday To Do list and as needed.
- Tidy up, prepare for any subsequent events, and close building

MAINTENANCE ACTIVITIES

The Sexton will work alone, with other staff, and with volunteers of the Building and Grounds Committee to keep this physical plant and surroundings (lawn and sidewalks) tidy, attractive and in good repair. Tasks may include:

- Keeping the building tidy by returning items to storage locations
- Completing all items on monthly maintenance schedule for example, check roof and sidewalk drains regularly for obstructions, check dehumidifier, sump pumps, etc.

- Minor repairs and replacements including promptly identifying and changing accessible light bulbs
- Light painting
- Noticing larger repair and replacement needs and reporting to Church Administrator or Building and Grounds Chair
- Yardwork including picking up trash, mowing grass, trimming hedges, raking leaves
- Occasional tasks on the deep cleaning and maintenance schedule
- Keep kitchen and pantry clean and organized, run dishwasher as needed.
- In the absence of the snow removal tech (typically Sundays) the Sexton will be responsible for cleaning snow off/salting steps and ramps, picking up litter
- Setup and breakdown for church and rental events either during scheduled shifts or as possible additional hourly work
- Accurately and promptly log all work done to supervisor specification

REQUIRED SKILLS, ATTRIBUTES AND QUALIFICATIONS

- Good verbal skills and ability to work well with others and to interact hospitably with church members and building users
- Attention to detail
- Able to lift 50 lbs, able to manage lawnmower, snow blower, ladders, move furniture, etc.

PREFERRED SKILLS, ATTRIBUTES AND QUALIFICATIONS

- Preferred minimum educational requirement: High School Diploma
- Preferred 1-2 years custodial experience

This job description received and acknowledged:

_____ Date _____