



Sexton (Full-Time)

Overview

- The St. Alban's Sexton serves full-time and reports to the Facilities Manager.
- The Sexton supports the mission of the church by keeping our campus clean, setting up rooms for ministry events, and assisting in campus maintenance and safety.
- Additional responsibilities as assigned by the Rector (Sr. Pastor).

Cleaning and Maintenance:

- Lock and unlock assigned buildings: secure building when facilities are not in use checking for unlocked doors and windows, report any unauthorized occupants, turn off lights. Adjust thermostats and lighting.
- There is a contract cleaning service for the Church and other areas on campus, but during the week, the Sexton is responsible for spot cleaning of Church, Welcome Center, Parish Hall, restrooms, and other areas as necessary.
- Empty trash and recycling receptacles regularly and placing refuse in dumpsters.
- Identify stains and use proper chemicals for removal or sanitation.
- Remove Sunday floral arrangements from the Church and Parish Hall and place in Church Office.
- Keep restrooms and kitchen stocked with paper products and other staple supplies.
- Wipe down and disinfect the Parish Hall kitchen and Welcome Center kitchenette weekly and after any events.
- Throws out expired food that is left behind in cabinets or refrigerators.
- Uses and maintains assigned power equipment and hand tools; vacuums, brooms, mops, and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture, etc.
- Wash walls and equipment; use ladders when required in work assignments.
- When needed, spot cleaning of accessible interior and exterior windows and glass doors. Clean blinds. Launder cleaning rags and dust mops.
- Request cleaning and paper supplies as needed and assist with pick-up as needed.
- Change light bulbs as needed.
- Attend to emergency spills or messes when necessary.
- Update the Facilities Manager on needed repairs and maintenance.
- Other duties as assigned.

Event Set-up/Break-down

- Set up furnishings and supplies as needed for Church events including, but not limited to, Worship Services, Sunday School, Social events, and committee meetings, Seasonal/Special dinners, and community events. After events, clean up may include filling and starting the dishwasher.
- Keep kitchen clean and organized.
- Breakdown set-ups after the events conclude, storing away furnishings and supplies.
- Provide needed services related to weddings, memorials and funerals.

Security

- Open, close, and monitor facilities use as requested, including lock-up of all exterior doors at all times and lock interior doors at the end of the day or events.
- This responsibility is shared with the Facilities Manager.

Groundskeeping

- The landscaping/mowing service handles weekly mowing, annual mulching, periodic weeding, and annual planting of flower beds.
- The Sexton assists with general clean-up and maintenance of walkways, parking area, entrances.
- The Sexton handles snow/ice removal as needed.

Physical Requirements

- The position involves work in a wide range of conditions that can be physically demanding. The Sexton must be able to:

- Lift/carry/push weights up to 45 lbs.
- Climb, crawl, stoop and kneel.
- Tolerate exposure to heat and cold and inclement weather.
- Operate and properly maintain power tools and other equipment.
- Personal Qualities Needed
 - Strong relational skills, service orientation, and positive personal attitude; must be comfortable working with a wide range of people including volunteers from the church.
 - Although St. Alban's is a religious organization, employee's religious affiliation is immaterial. However, sensitivity to the identity and mission of St. Alban's is necessary for effectiveness in this role.
 - Must be a self-directed and able to complete all custodial duties with little to no supervision.
 - Must be proactive, attending to messes and problems before they are brought up or requested.
 - Absolute dependability, ability to communicate clearly, pay attention to detail, follows directions, and honesty required.
- The responsibilities listed above are representative of the job and depicts some of the major tasks/responsibilities of the Sexton, and may change from time to time, and are not intended to be all-inclusive. The Sexton will also perform all other appropriate duties as directed by the Church officials.

Terms

- This is a non-exempt position of 30 hours/week.
- Benefits (Medical, Dental, Short and Long-Term Disability, Retirement) provided per Diocese of Texas Policy
- Working hours should be arranged with the Facilities Manager to accommodate responsibilities without the need to exceed 30 hours per week on any regular basis. Working outside of normal business hours is sometimes necessary in this role. The Sexton regularly works on Sunday mornings.
- Hiring for this position is contingent on satisfactory completion of a background check and certification in the Diocese of Texas's Safe Church Program.

Note: This job description is a general outline of responsibilities and qualifications and is not intended to be exhaustive. Other duties may be assigned as needed by the Church.

Applicants should send résumé, cover letter, and three references to:

St. Alban's Episcopal Church
Attn: The Rev. Aaron M. G. Zimmerman
2900 W. Waco Drive
Waco, TX 76710

Or: aaron@stalbanswaco.org
Telephone: (254) 752-1773