



ST. JOHN'S EPISCOPAL CHURCH

The Rev. Michelle Meech, Rector

207 Albany Ave. Kingston, NY 12401 845-331-2252
stjohnskingston@aol.com www.stjohnskingston.org

JOB DESCRIPTION: Sexton

JOB SUMMARY

The purpose of the Sexton is to keep the buildings and grounds of St. John's clean and orderly; perform basic preventative maintenance and repairs; set up rooms for use as needed. Keep Rental Manager, Rector, and Wardens advised of dangers/concerns about the condition and maintenance of buildings and grounds. Keep and maintain a 30-day supply of regularly used cleaning and maintenance supplies.

Candidates for this position must complete a required background check. The individual hired will report to the Rector.

JOB RESPONSIBILITIES

WEEKLY

1. Keep all building entrances, yard, and gardens clear of debris/litter.
2. Keep leaves, snow, ice, and dirt away from entrances.
3. Clean and restock bathrooms.
4. Ensure all trash is emptied and recycled in appropriate manner.
5. Monitor heating/cooling thermostats making sure they are turned on or off as required.
6. Monitor all lights and replace bulbs as needed.
7. Clean doors and windows within reach.
8. Dust and dry mop sanctuary.
9. Scrub and wet mop kitchen.
10. Clean and vacuum vestibule.
11. Sweep parish hall and keep equipment organized.
12. Provide inventory list of needed supplies to Rental Manager to be ordered by them.

AS NEEDED

1. Oversee the maintenance of church and rectory grounds, scheduling a volunteer crew of parishioners for assistance with the following: mowing, clearing leaves and debris, maintaining vegetation, weeding sidewalks and borders, and upkeep of St. Francis Memorial Garden and Columbarium.
2. Make yourself available to be on the call list for the alarm company.
3. During the winter, ensure all walkways and steps are cleared of ice and snow on days when building is used. Keep ice melt stocked.
4. Report safety and repair issues.
5. Work with Rental Manager to perform needed set-up, take-down, and cleaning for rental events.
6. Perform routine maintenance and basic repairs on church building and rectory. Paint and maintain finishes.
7. Ensure all tools, lawnmowers etc. are properly maintained and stored appropriately.
8. Other duties may be required.



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OCCASSIONAL

1. Serve as liaison/contact for technicians and tradespeople engaged to perform work on the property. Contract workers must be approved by parish building committee.
2. Create and maintain maintenance schedule for the church building and the rectory.

REQUIRED SKILLS AND EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required:

1. Education and experience: one to three years related experience or training.
2. The ability to read, communicate, comprehend and carry out instructions, short correspondence and memos. Email and texting abilities preferred.
3. Ability to add, subtract, multiply and divide units of measure.
4. The candidate for this position must have adequate reliable transportation.
5. The candidate must be a self-starter, capable of taking initiative while at the same time being responsible and accountable to other staff members with whom he or she will be working.

PHYSICAL DEMANDS

The individual in this position must possess abilities necessary to safely and successfully perform all essential job functions and responsibilities, i.e. mobility, hearing, eyesight, hand-eye coordination, etc. This includes but is not limited to the following list.

The ability to:

1. safely work with power tools such as drills, saws, mowers, and others as needed.
2. climb steps and ladders up to 25 ft tall (with assistance).
3. bend, pull, and push.
4. move and carry objects up to 40 lbs.

HOURS & COMPENSATION

This position will require up to 10 hours/week. Pay is \$20/hr. Some weeks may require more or less time depending upon issues that arise. Day/time of work is negotiable, but preference is for candidate to be on campus at least 2 days/week, splitting hours as appropriate.

APPLICATION

Please send a resume or letter of intent and the name and contact information for three references to stjohnskingston@aol.com. Include the phrase "Sexton Application" in the subject line. Call the office at 845-331-2252 if you have additional questions

Posted by: The Rev. Michelle Meech, Rector