

St. Peter's by-the-Sea Church Sexton Job Description

A church sexton is responsible for the maintenance and upkeep of the church building and its grounds, as directed by the Rector or Wardens. The specific duties of a church sexton include:

- Maintaining the church's interior and exterior (excluding general landscaping activities), including sweeping, mopping, and dusting.
- Rake and remove debris from Memorial Garden.
- Inspect the exterior of building for wasp nests, cobwebs, and eliminate pests as necessary.
- Empty trash and recycling throughout building and take to the curb weekly. Refill toilet paper and paper towels as needed.
- Setting up and taking down chairs, tables, and other equipment for events.
- Ensuring that the heating, cooling, and lighting systems are functioning properly.
- Making minor repairs to the building and equipment as directed.
- Assisting with special events and activities, such as weddings, funerals, and community outreach programs as directed.
- Respond to emergencies or other unexpected events, such as weather-related issues, building damage, or other issues that may arise as directed.
- Participate in training or other professional development activities, as determined with and paid for by St. Peter's, to maintain skills and knowledge.
- Monitoring the church's supplies and equipment.
- The sexton may be responsible for ensuring the security of the church building and its contents, including locking and unlocking the doors and windows.
- The sexton will serve as a liaison between the church and outside vendors, such as cleaners or maintenance workers, as well as between the church and its congregation as directed.

Hours: 15 hours a week

Pay: \$15-16/hour

Applications: Please send your resume and contact information to Rev. Michelle Bullock at stpeterspriest503@gmail.com