

SEXTON **JOB DESCRIPTION**

NATURE AND SCOPE OF JOB

Status: Part time 20 Hours – 5:00 PM – 9:00 PM (Tuesday - Saturday)

Paid Time Off: 5 Personal Days

Sick Leave: 5 Days

Hourly: \$16.00

Reports to: Business Manager

PRINCIPAL DUTIES AND FUNCTIONS

- Collaborate with other Sextons to ensure all events are set up and torn down properly
- Responsible for cleaning the floors, carpets, bathrooms, all surfaces, vehicles, and trash and snow removal
- Effectively communicate status of workload, department needs, requirements, and issues to Lead Sexton
- Ensure the facility and the work are compliant with code and regulations

CHARACTER

- Understands their role is to serve the congregation, staff, members and ministry
- Must be humble, honest, patient, respectful and loving
- Willing to protect the congregation by adhering to legal requirements of building code and safety regulations
- Must be a team player to advance God's work through the church

DESIRED MINIMUM QUALIFICATIONS

- High School Diploma or GED
- Valid Driver's License
- Ability to understand custodial and hospitality requirements
- Ability to read, understand, interpret and explain safety and security codes and regulations
- Must be available to be on premises when needed

WORK ENVIRONMENT

- Constantly works around others, with the public and works inside and outside
- Noise level is usually moderate

PHYSICAL DEMANDS

- Requires the ability to perform physical tasks such as walking, standing, lifting and bending. This role may involve occasional heavy lifting, navigating stairs, and operating equipment
- Must be able to lift 50 lb. Must wear safety back support belt when lifting

- Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus

MENTAL/MOTOR DEMANDS

- Frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are frequently available
- Frequently involved in social interactions which require oral communication and written communication
- Memory, reasoning and exercising judgment are constantly used
- Mathematics, estimating, and problem solving are frequently used

The physical demands, work environmental characteristics and mental/motor demands described within this Job Description are representative of those that must be met by a volunteer to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

NOTE: Only minimum duties are listed. Other responsibilities may be required as requested by management.

Please email yoshiko@flccs.net