

## **Trinity Presbyterian Church Sexton Job Description**

### **Job Description:**

Perform, at the direction of the Pastor and in cooperation with the Building & Grounds Committee, general and/or specialized work functions associated with the overall maintenance and upkeep of the buildings and grounds of Trinity Presbyterian Church.

### **Responsibilities:**

The following responsibilities are normal for this position.. Other duties may be required and assigned at the direction of the Pastor or his Designee. All duties involving ladders, electrical wiring, heavy lifting or other potentially hazardous/dangerous duties must be done in a safe manner and/or with the assistance of another person or a qualified contractor.

- Basic cleaning
- Vacuum rugs
- Clean floors
- Clean Bathrooms, Kitchen, Gym, and all rooms as required.
- Check filters
- Change sign board as needed
- Emptying of trash cans and replacing bags
- Complete checklist for Fire Marshall
- Set up chairs and tables for Church functions
- Wash windows inside and out with the assistance of the Church Work Day volunteers
- Fix problems, ,e.g. toilets, sinks, leaks or coordinate with Building & Grounds Committee to take care of problems
- Work closely with the Building & Grounds Committee, attend committee meetings when possible, and coordinate with the chair of the committee
- Abide by all Policies and Procedures in the Trinity Presbyterian Church Personnel Manual.
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### **Qualifications:**

This position requires graduation from high school or GED equivalency and possession of a valid driver's license. This position requires a background check. The church will incur the cost of the background check.

**Physical Ability:**

Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials(20-50 pounds)

**Schedule:**

The Sexton will work 12 - 16 hours per week. They should schedule their time to coincide with any special events being held at the church in order that the building is ready.

**Compensation:**

The compensation is based on the church budget. The Sexton will be paid on an hourly basis and is paid bi-weekly.

**Benefits:**

1. Sick leave will be accrued on an annual basis, starting January 1<sup>st</sup> of each year, at the rate of one hour for every twenty hours worked.
2. Any unused sick leave may be carried over at the end of the calendar year for the first three (3) months of the following year and will expire on March 31<sup>st</sup> of that year.
3. Sick leave may be used under the following circumstances
  - a. You are physically or mentally ill or injured or for pregnancy or childbirth
  - b. A family member dies (family members include: spouse, children, siblings, parents, in-laws and grandparents).
  - c. You are caring for a family member who is ill, having treatments or is seriously ill
  - d. You are participating in drug or alcohol counseling
  - e. You are training in the use of an aid (e.g. seeing eye dog) or having adjustments to a prosthetic device.
4. Termination of employment: Employees will not be paid for unused sick leave when their employment terminates either at the request of the employee or the employer.
5. Sick leave will not accrue during vacation time.
6. This policy is subject to review and revision, if necessary, at the discretion of the Session. Employees will be given sixty (60) days' notice of any changes.

**Evaluations:**

A performance review will be conducted annually by the Designated Human Resources person and the Pastor. Adequacy of compensation will be reviewed annually.

### Termination Policy:

There will be a 90 day probationary period where either party may terminate employment without cause. Beyond this a two week notice is expected.

Dependability is essential. Tardiness and excessive absences cannot be tolerated and will result in termination of employment. Immediate termination will occur in cases of intentional verbal, physical, or emotional abuse or neglect of any child, parent, visitor or church member. Termination may occur for failure to carry out job duties as described above or failure to comply with the "Trinity Presbyterian Church Safe Conduct Policy".

By signing below, I understand and agree to the Job Description outlined above:

Sexton Signature

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Human Resources Signature

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Received copy \_\_\_\_\_

## We Are An Equal Opportunity Employer