

**HODGES BOULEVARD PRESBYTERIAN CHURCH
JOB DESCRIPTION
Part-time Sexton**

TITLE: Sexton

Reports to: Pastor/Head of Staff

Summary: This is a part-time, 25 hours per week, position at Hodges Boulevard Presbyterian Church (HBPC PCUSA). The Sexton is responsible for janitorial and facilities maintenance, including associated administrative duties. The sexton is to maintain the entire HBPC campus including all buildings, grounds, and parking lots to a very high standard that reflects the church's commitment to being good stewards of the congregation's pledges and gifts.

Working Relationships: The Sexton will be supervised by the Pastor/Head of Staff. The Sexton will train the adjunct sexton(s), as needed, for janitorial activity to support the programs and mission of the church, including but not limited to event set-up and tear down and will work with the janitorial service to maintain the pre-school cleaning at a very high standard.

Responsibilities:

1. Manage a preventative maintenance program for the church buildings and property to ensure that the various systems within the facilities are kept in proper working condition.
2. Contact outside service companies contracted by the church to arrange repairs and/or service maintenance.
3. Act as the first respondent/contact for the alarm system.
4. Coordinate through the Property Chair initiatives for church requirements that may be accomplished by members of the Property Ministry.
5. Order supplies through the Office Manager or directly with vendors.
6. Maintain the cleanliness of the interior and exterior of the buildings, including the removal of trash and debris from the church grounds via the onsite dumpster or weekly morning trash pickup.
7. Support function coordinators for event set-up and tear down (e.g. weddings), as required if/when adjunct custodian is unavailable to do so.
8. Participate in weekly staff meetings.
9. Train and supervise adjunct custodian, including setting of their schedule.
10. Alert Pastor and/or Property Committee (based on process in place) of potential repairs and/or need for replacements as soon as the need is identified.
11. Confirm set-up for meetings and other events are completed as requested.
12. Adjust/set all HVAC thermostats to ensure a comfortable working environment while being mindful of energy usage to maximize church financial resources. Ensure that thermostats are properly set to prearranged temperature for all unoccupied spaces.
13. Communicate with the public, members, visitors other churches, businesses, as needed to perform the job, representing the church appropriately, and professionally
14. Participate in annual goal setting and performance review with Pastor/Head of Staff.
15. Demonstrate a lifestyle and attitude that witnesses to the grace of Jesus Christ and the love of God.

Job Qualifications:

1. Self-starter and the ability to work independently for significant periods of time with minimal supervision.
2. Ability to be flexible in working against deadlines and multi-tasking.
3. Working knowledge and some prior experience in matters relating to electrical, plumbing, air conditioning/heating, irrigation systems, floor cleaning and building repair.
4. Strong verbal communication skills.
5. Ability to lift a minimum of 60 pounds.