

## Saint Luke's Church, Forest Hills, NY Sexton Job Description & Contract

The Sexton's duties are essential to the ministry of this parish. The Sexton's work supports worship, education and outreach as well as the administrative operations of church and its ministry partners (aka tenants).

The duties include, but are not limited to, the following: clean bathrooms and emptying trash three times a week; clean the kitchen, vacuuming carpets in church, sacristy, balcony, stairs, and lower hallway, and clean upper parish hall weekly; clean offices and classroom monthly; collect and put out recycling and trash in time for Tuesday and Thursday pickup days; as needed setting up for events and activities; check fire extinguishers, emergency lights and lightbulbs making sure all are in working order, reporting things that are not operational and changing bulbs in fixtures accessible by stepladder monthly. A detailed list and schedule for duties is attached.

The Sexton works nine hours a week at the rate of \$17 per hour; on Mondays, Wednesdays, and Fridays or Saturdays. You may be invited to setup before or cleanup after funerals and weddings. This work, to be engaged in when you are willing and available, is outside contracted hours and duties. The Parish Administrator will contact the Sexton to determine availability for pastoral services and compensation will be secured from the fees collected.

In order to perform required duties, the sexton must have the physical strength and agility to lift and position tables and chairs, climb up and down a ladder (of not more than 6 feet), fill, move and empty mop bucket or wet vacuum, walk up and down stairs and carry and pull a vacuum.

The Sexton's work is supervised by the Priest, Parish Administrator and Wardens. Annual performance assessments will be conducted. The Sexton will meet with the Priest or Parish Administrator periodically to address concerns and receive feedback.

Compensation is issued by check and reported on a W-2.

Sexton \_\_\_\_\_ date \_\_\_\_\_

Warden \_\_\_\_\_ date \_\_\_\_\_

Warden \_\_\_\_\_ date \_\_\_\_\_

Priest \_\_\_\_\_ date \_\_\_\_\_

# Sexton's Duty List

## **Mondays, hours to be negotiated**

- Empty trash throughout building, tidy outdoor trash area and place garbage cans near curb for Tuesday collection (make sure all garbage is inside cans).
- Clean bathrooms & check bathrooms for towels, toilet tissue, soap and spot clean as needed.
- WEEKLY:
  - Clean kitchen sinks, counters, and floor, put away dishes, pots, etc. & resupply (as needed) paper towels, dish soap and hand soap.

**Before exiting building make sure all exit door are locked and lights are off.**

## **Wednesdays, hours to be negotiated**

- Clean bathrooms & check bathrooms for towels, toilet tissue, soap and spot clean as needed.
- Empty trash throughout building, tidy outdoor trash area and place garbage and recycling cans near curb for Thursday collection (make sure all garbage is inside cans).
- WEEKLY
  - Vacuum carpets in church, balcony, stairs, lower hallway and sacristy.
- MONTHLY: (dust surfaces, sweep floor or vacuum carpet and mop floors).
  - Clean priest office,
  - Choir director's office and
  - Parish administrator's office.

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## **Fridays after 7pm or Saturdays before 12pm to be negotiated**

- Empty trash throughout building and tidy outdoor trash area (make sure all garbage is inside cans adjacent to the church).
- Clean bathrooms & check bathrooms for towels, toilet tissue, soap and spot clean as needed.
- WEEKLY: (sweep floors, mop floors, sanitize table tops).
  - Clean upper parish hall.
- MONTHLY:
  - Clean class room on lower level;
  - Clean choir room;
  - Check and replace dead light bulbs (accessible with step ladder) and report dead lights that are out of reach;
  - Check and record status of fire extinguishers;
  - Inventory cleaning supplies and equipment; give Parish Administrator order items needed; unpack and stock items received.

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