



THE FIRST CHURCH IN BOSTON

JOB DESCRIPTION

CHURCH SEXTON

PURPOSES: A Sexton is primarily responsible for the upkeep and maintenance of the church building and Park House, working with the other Sextons and reporting to the Director of Administration. A Sexton provides cleaning, upkeep and maintenance labor and support to the church physical plant, its contents, its grounds, sidewalks, and parking areas in order to provide a clean, safe, and suitable space for worship and other activities. A Sexton is also an un-official representative of the church and, therefore, presents and conducts himself or herself in a courteous and considerate manner, sensitive to the feelings of church members, fellow co-workers, and others. A Sexton is key to how the church is perceived by its members and larger community by attention to the cleanliness, orderliness and safety of its physical buildings and grounds. The Sexton provides essential services that support the work and life of the church community.

A Sexton is responsible for observing the overall condition of the building and grounds, and to intervene when clutter, disorder, and other inconveniences require action. A Sexton helps instruct others on the correct use of the church property, and collaborates closely with other staff members in providing fundamental security to the church building and its grounds.

KNOWLEDGE AND SKILLS REQUIRED:

- Professional appearance and attitude.
- Ability to be self-directed while functioning in a team environment.
- Excellent organizational skills.
- Must have excellent interpersonal skills to effectively interact with church members, contractors and staff.
- Capable of multi-tasking and working in a fast-paced environment with many distractions and deadlines.
- Capable of working well alone in an organized, efficient and effective manner.
- Basic knowledge of facilities and building equipment maintenance.
- Be knowledgeable about Church policies.
- Is familiar with location of utilities (boiler, heating system, air conditioning system, lighting/electricity meters and boxes) in order to provide access for various utility companies, suppliers, vendors and contractors needing access to the building for readings, repairs and the like.
- Has knowledge of and uses safety policies and procedures
- Has knowledge of how to use kitchen equipment as stove, refrigerator, dish washer, ice machine, coffee makers, toasters, stand alone ovens and other equipment and works to keep these in functioning condition.
- The Sexton is able to do the following:
 - lift/maneuver 70 lbs. and maneuver heavy objects (ex: move furniture, move piano, receive boxes, etc.)
 - work in a team with others who strategize to clean the entire church and administrative buildings in a regular and routine process.
- Familiarity with Unitarian Universalism is helpful.

JOB DESCRIPTION – SEXTON, Continued:

HOURS: As assigned/scheduled by the Director of Administration and in line with hours for which work required when hired. Hours are reported using the “PayChex” app on a cell phone aligned to the office computer. This app is a web-based time clock that recognizes the location (the church) of the person (reads it off of the phone) and allows the person to sign-in or sign-out from either device.

This position is Tuesday, Thursdays and Friday. 8am-3pm.

REPORTS TO: Head Sexton

SUPERVISED BY: A Sexton is supervised by the Sexton and/or Representative of the Standing Committee (e.g., Personnel Committee Chair).

JOB REVIEW: There is an initial review period of ninety days, which may be shortened or lengthened at the discretion of the Standing Committee. Upon completion of this period, the Sexton will be considered a regular employee. There will be a formal annual evaluation in January of each year. The procedure includes review by the Director of Administration with input from the Senior Minister, and consultation with the Standing Committee, other employees and the Chair(s) of appropriate church committees in order to evaluate the job performance during the prior calendar year. (see pp 7 & 8 of Personnel Policy Manual, as revised 2019)

WORKS WITH: As directed by the Head Sexton, Sextons work with and coordinate work with other Sextons, other Church Staff, Chairs of Committees, Ministers and others as may be required to complete assignments. See below under “duties”. Work may be coordinated by the Director of Administration with the Senior Minister, the Chair of the House Committee or other Chairs that relate to directions given for event set-ups. Advisories and recommendations relative to Sextons work may come from sources other than the Director of Administration. In the latter circumstance, the Sexton should inform same to the Director of Administration. There should be positive collaboration and team efforts to support the best interests of the church community in terms of cleanliness, safety, and maintenance of the church.

DUTIES AND RESPONSIBILITIES: Responsibilities include, but are not limited to:

Cleaning Tasks include (but are not limited to) the following cleaning of all church and common areas daily:

- Daily removal/disposal of all refuse and trash and oversees rubbish pick-up to assure all trash is taken away (all waste baskets and trash receptacles are emptied daily). Does trash collection after events during the week as needed.
- Daily Cleaning of all rest rooms in the church and in Park House (thoroughly clean sinks/basins, toilets and floors). Replenish rest room supplies as needed (hand (paper)towels, soaps in dispensers, toilet paper, air fresheners, other)
- Sweeping, washing and waxing floors as needed
- Vacuuming and cleaning rugs and carpeting wherever there is carpet on a scheduled basis (and on a daily basis if needed)
- Dusting, washing, moving and rearranging furniture as needed
- Dusting and washing or polishing of walls and woodwork as needed
- Dust and polish piano and furniture in Narthex and Vestibule weekly or more often as needed.
- Cleaning accessible glass as needed.
- Keeps the facilities’ walkways and steps free of, ice (apply “ice melt”), snow, leaves and other debris in order to provide safe and easy access to the buildings. (NB: Sextons may be required to open up a

walkway into the church or spread “ice melt” for safety and liability purposes. The church hires a company for snow removal so that heavy or prolonged shoveling is not required.)

JOB DESCRIPTION – SEXTON, Continued:

DUTIES AND RESPONSIBILITIES, Continued:

Cleaning Tasks, Continued:

- Sweeps sidewalks, ramp and stairs
- Keeps all kitchen areas and equipment clean and in line with high standards of hygiene and food safety. This includes keeping sinks clear of all food or other debris and cleaned with disinfectants.
- Kitchen: sweep, mop, and wax floor; wipe down counters as needed, and put away pots, pans, dishes, silverware, etc. as appropriate.
- Notifies Director of Administration when there is need for pest control
- Cleans stairs daily – keeping all stairs clean and clear
- Performs periodic major duties such as floor waxing and window washing

Other Tasks and Duties:

- Understands and acts upon instructions for set up and preparation of a room or area for an activity, special occasion or events, and assists with any other duties related to special events (e.g., prepares a room or area for an activity).
 - Sets up tables and chairs as needed for a respective event.
 - Makes sure carpet is cleaned after each event and before Services during the week and on Sunday.
 - If auditorium is used, makes sure tables and chairs are clean, set up and in place as appropriate. Provides custodial supplies as needed.
 - Set in place items needed before, during and after an event.
 - Provides cleaning (e.g., of spills) as needed.
 - Understands and acts upon instructions for furniture arrangement, heating and ventilation, lighting and sound, candles, drinking water, etc.
- Assists licensing inspector and workers to locate areas appropriate for inspection and repair (i.e., electric meter reading, gas pipes, boiler, etc.)
- Provides access, when directed by the Head Sexton, to various utility companies, vendors or contractors needing access to the building, its rooms, meters, etc. for readings, repair, and the like.
- Monitor Church premises (e.g., front door and cameras) as part of basic security from intruders.
- Survey the grounds on a daily basis to remove refuse, litter, contraband, and excreta, snow and ice and report any vandalism or theft to the Head Sexton or Church Administrator.
- Receives and inventories deliveries
- Maintains an inventory of supplies and consumables as candles, light bulbs, garbage bags, rest room supplies, coffee hour supplies, kitchen supplies, cleaning supplies and other items needed for the cleaning, upkeep and maintenance of the church physical plant and church activities and reports needs to Director of Administration for ordering/replenishing.
- Advises the Director of Administration on needs for maintenance or repair service with established vendors for emergency repairs (plumbing, heating, electrical, carpentry, glass replacement, etc.).
- Advises the Director of Administration and/or attends to repairs of chairs, tables and other small furniture as needed.
- Notifies supervisor of more extensive repairs, when needed
- Maintain thermostats as directed by Supervisor.

JOB DESCRIPTION – SEXTON, Continued:

DUTIES AND RESPONSIBILITIES, Continued:

Other Tasks and Duties, Continued:

- receive deliveries as requested and keep inventory as may be appropriate. For example, if a carton of cleaning products is delivered to the church, the Sexton may receive the carton, report its being delivered to the Director of Administration and may be asked to add it to the inventory list.
- implement specific instructions for preparations of a room for worship service, event, or meeting
- Perform basic landscaping tasks, such as mowing, raking, trimming, etc, and lawn watering as needed.
- Facilitate the weekly changing of signboards
- Waters plants as needed
- A Sexton may also be asked to provide service of refreshments (coffee, tea, snacks, etc.) when needed.
- Responds to any other needs that arise within reasonable expectations of this position.

- A Sexton may be called upon to make minor repairs, as directed by the Head Sexton or Church Administrator, in accordance with her or his ability. He or she also assumes other job responsibilities that would logically fall to a Sexton, as described above, when so assigned by the Director of Administration.

- Attends Staff Meetings and acts on items that apply to his/her work.