



ST PAUL'S CATHEDRAL
EPISCOPAL

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JOB DESCRIPTION

Job Title	Full-Time Sexton		
Reports to	Facility Manager and Director of Administrative Operations		
FSLA Status	Non-Exempt	Hours	35-40 hrs p/wk

JOB PURPOSE

Sextons play a key multifunctional role in the life of the Cathedral. A Sexton is responsible for security, custodial, facility arrangements, hospitality, and maintenance tasks for the Cathedral and its campus. Sextons are instrumental in the smooth operations of the many Cathedral programs and large urban campus, reporting directly to the Facilities Manager and the Director of Administrative Operations. Strong, positive communications skills are needed to ensure smooth operations and parishioner experience. Sextons must be able to work well with parishioners and staff and be able to work both under close supervision and with some autonomy.

Duties and Responsibilities

Functional Area

Percent of Time

Facility Arrangements

(25%)

- Ensures that rooms and worship spaces are appropriately set up for scheduled activities of the Cathedral, including arrangement of furniture and set up of requested hospitality and audio-visual equipment.
- Ensures general cleanliness of the space.
- Ensures that individual spaces and the entire campus are open and locked as appropriate.
- Patrols premises to provide an oversight as deterrent to vandalism and theft.

Custodial

(25%)

- Performs interior and exterior cleaning to insure that the Cathedral campus has a clean, efficient, and pleasant appearance.
- Maintains contracted janitors' weekly cleanings ensuring high standards of cleanliness at all times.
- Maintains floors by vacuuming, carpet shampooing, spot treatment, mopping, etc.
- Cleans restrooms and ensures they are stocked with paper products and soap.
- Empties trash receptacles in offices, meeting rooms, bathrooms, kitchen, and outside areas daily.
- Cleans, organizes kitchens as well as countertops, cupboards, and sinks to ensure sanitary and inviting conditions.
- Maintains equipment for facilities
- Defrosts, cleans, and cleans out refrigerators/freezers.



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- Picks up trash and debris on Cathedral grounds
- Sweeps and or power washes walkways, sidewalks, and courtyards.
- Attends to general gardening needs.
- Adheres to Sexton Punch List to ensure consistent attention to assigned areas.
- Reviews emails daily.
- Communicates with supervisors regarding facility needs (supplies, repairs needed, et. al).
- Attends weekly Facility Team Meetings (Mondays).

Security (15%)

- Ensures the safety and security of people and property by monitoring all campus activities and being a visible presence.
- Refers matters to appropriate authorities as needed.
- Ensures that the campus is thoroughly patrolled.
- At the end of the day, makes final inspection of all doors to confirm they are locked and walks through all rooms to detect anyone remaining or concealed.
- Takes appropriate precautions to control access to locked areas.

Hospitality (25%)

- Displays a courteous and professional demeanor to all Cathedral visitors and staff.
- Prepares coffees, water for tea, punch, and other beverages for meetings and events.
- Aids in all areas of hospitality receptions and events, including room set ups, working with vendors, aiding during event with set up and clean ups.
- Participates in preparing food, plates and arranges food as directed and in an attractive manner.
- Ensures that food is handled with good sanitation practices, adhering to State and County regulations.

Maintenance and Special Projects (10%)

- Performs routine maintenance, including emergency repairs and special projects as assigned.
- Assures that equipment needed for custodial duties are maintained in good and safe condition.
- Aids in set up and utilization of AV assets in The Great Hall and The Guild Rooms for various events and to aid volunteers in their AV needs.

And other duties as assigned.



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Qualifications

- High school diploma or equivalent.
- Ability to lift 50 pounds.
- Excellent verbal communication skills.
- Ability to work well with others and the public.
- Some janitorial experience preferred.
- Ability to work with people with different backgrounds and opinions.
- Food Handler's certification preferred, but will train.
- Passes the background check and Safeguarding training.

Working Conditions

This is a non-office position which requires a good amount of walking, standing, lifting, and bending. There is also the need for moving up and down stairs on a regular basis. Weekend and night work is required.

--Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Contact us at: employment@stpaulcathedral.org

Get to know us: www.stpaulcathedral.org