

Wilbraham United Church's Sexton Position

Overview

The sexton serves part-time and is supervised by the Physical Operations Commission, keeping them updated on the status of needed repairs and maintenance. The responsibilities include keeping the building clean and orderly, performing basic maintenance and repairs, opening/closing the church for outside groups, and setting up/breaking down the church/rooms as necessary for events. The sexton will also provide needed services related to weddings, memorials, and funerals.

Responsibilities

- Clean bathrooms and keep them stocked with paper products and supplies.
- Inspect kitchen and Fellowship Hall, removing any spots or stains. Keep kitchen stocked with paper supplies.
- Empty all waste receptacles and replace liners. Remove waste material to dumpster.
- Keep entrances and walkways free of debris, leaves, or snow. Salt if necessary.
- Perform minor repairs and general maintenance. Change light bulbs when needed.
- Update Physical Operations Commission on status of needed repairs and maintenance.
- Open, close, and monitor facilities for evening meetings of outside groups.
- Set up and breakdown furnishings and supplies needed for church events and outside groups.
- Provide needed services related to weddings, memorials, and funerals
- Wedding responsibilities include ensuring the church is clean, cleaning the bathrooms before and after the wedding ceremony, and cleaning the church for Sunday services after the wedding ceremony.
- Funeral responsibilities are the same as for a wedding and include setting up the Zeckhausen room as a family gathering and cleaning Fellowship Hall following any reception.

Other

- Provide special event coverage on two Saturdays during the year
- Perform other duties as assigned

Qualifications

- Knowledge of proper cleaning techniques and use of equipment

- Ability to work independently and efficiently
- Strong attention to detail and organizational skills
- Physical stamina to perform cleaning tasks
- Able to climb ladders and physically walk up and down stairs
- Ability to lift and move heavy objects and set up/breakdown large folding tables and chairs
- Dependable, respectful, and professional
- Must have reliable transportation

Work Schedule

Part-time, 3 evenings (W-Th-Sun), 7-10 hours at \$16/hour

Additional hours as needed for weddings, memorials, and funerals.

The responsibilities listed above are representative of the job and may change from time to time.

Applicants must undergo a background check and comply with the Wilbraham United Safe Church Policy.

To Apply

Please submit a resume and cover letter by email to:

admin@wilbrahamunitedchurch.org Subject: Sexton Application or

Mail to: Wilbraham United Church, Attention Physical Operations

500 Main St.; Wilbraham, MA 01095