



## **JOB DESCRIPTION**

**Job Title:** Sexton

**Employment Classification:** Full-time non-exempt

**Immediate Supervisor:** Facilities Manager

### **Working at Grace Cathedral**

Grace Cathedral is an Episcopal church that welcomes everyone as a place for community, spiritual practice, social justice, and the arts. Among the social justice issues it works on are racial, gender and LGBT equality, ending gun violence, and promoting informed civic conversation. In addition to daily worship services, the Cathedral hosts several meetings and cultural events every week.

Along with the Cathedral, there are several buildings on site occupying an entire city block, including a preschool and a K-8 school. Sextons are responsible for cleaning the interior of the Cathedral, including meeting rooms and restrooms in the lower level; the outdoor plaza and grounds; the Choir House and the Chapter House (administrative building).

### **Position Summary**

Working as part of a team with 3 other Sextons, the Sexton team fulfills a vital role at the Cathedral by maintaining clean and welcoming facilities; interacting with congregation members, visitors, vendors and clients in a courteous manner; efficiently providing furniture set-up and break-down to make our events possible; and securing the building.

### **Primary Duties & Responsibilities**

- Set up and break down furniture and equipment for meetings and events daily.
- Open and close the Cathedral and Chapter House daily; arm and disarm security alarm systems.
- Respond to visitors in a courteous and professional manner; inform visitors when they are in areas or engaged in activities that are not permitted.
- Clean offices and meeting and worship spaces according to daily, weekly and monthly schedules.
- Clean restrooms and restock paper supplies daily.
- Wash windows and glass doors, and sweep, vacuum, dust and mop floors according to schedule.

- Empty wastebaskets and trash cans; organize and move landfill, compost and recyclables containers to proper locations according to schedule.
- Clean kitchens, including large commercial stove and refrigerators; operate and empty dishwashers daily.
- Maintain outdoor areas daily, including sweeping, washing, picking up trash and disposing of animal and human waste.
- Maintain floors including carpet cleaning, stripping and cleaning stone and concrete floors, polishing tile and marble floors, and power washing outdoor surfaces as needed.
- Use janitorial power equipment such as carpet cleaners, floor buffers and power washers in a safe and professional manner and properly maintain such equipment.
- Report maintenance and/or repair needs.
- Follow established safety procedures.
- Perform special cleaning projects as assigned.
- Read and reply to email communications.
- Attend meetings and trainings as assigned.
- Other tasks as assigned.

### **Qualifications, Skills and Abilities**

- Alignment with and commitment to the mission, vision and values of Grace Cathedral.
- High school diploma or equivalent required.
- At least one year of related janitorial or custodial experience strongly preferred.
- Able to lift 50 pounds and climb stairs and ladders as required.
- Able to perform, on a regular basis, moving tables, stacking chairs, moving and setting up staging units, and occasionally move office furniture.
- Able to use cleaning and maintenance materials and equipment safely.
- Able to work cooperatively as a member of a team and independently; able to work tactfully under pressure.
- Able to interact courteously and respectfully with diverse staff, volunteers, congregation members, visitors, vendors and clients.
- Able to communicate verbally and in writing in English; basic computer skills needed to read, comprehend and respond to written instructions, schedules, notifications and emails.
- High level of attention to detail.
- Able to work with a variable work schedule, depending on the season and events on the Cathedral calendar. Scheduled work shifts vary from 6:30 am to 10:00 pm. Overtime is occasionally required and compensated as legally required.
- Must be able to work Saturdays, Sundays and holidays, including Christmas Eve, Christmas Day, Easter and Thanksgiving as assigned; alternate days off are provided in coordination with your supervisor.
- Criminal background clearance required post offer.