



## Sexton Job Description January 2024

1. On a weekly basis, the sexton will:
  - a. In the Church
    - i. Vacuum or sweep the church, sacristy, and vestibule
    - ii. Empty the garbage and recycling containers
    - iii. Tidy and dust the vestibule and reading nook
  - b. In the Undercroft (basement)
    - i. Vacuum, sweep and mop kitchen, meeting area, bathrooms, and Food Pantry
    - ii. Dust as needed around the shelves and sides of all rooms
    - iii. Clean the sinks and toilets in the bathrooms
    - iv. Empty all garbage and any labelled trash
    - v. Wipe down kitchen counters and stove as needed
  - c. In the Office
    - i. Vacuum the floors
    - ii. Empty the recycling and garbage
    - iii. Dust the work tables and desks as needed
  - d. Outside Grounds
    - i. Pick up trash, large branches, etc.
    - ii. Keep diwalks clear of debris, leaves, etc.
    - iii. Weed front gardens, water flowers, etc. (optional)
2. The sexton reports to the Priest-in-Charge for supervision and/or direction as needed.
3. The sexton normally will work on their own schedule, but may be required to come in before and/or after special events for extra cleaning.
4. Physical requirements: The sexton must be able to physically use a vacuum cleaner, mop, wet and dry swiffer, other usual cleaning tools and garden implements, and be able to effectively reach all surfaces to be cleaned.
5. It is anticipated that the sexton will work 3-5 hours per week on a usual schedule. This a part-time contractor position (1099, not W-2). The hourly rate will be negotiated and filled in below.
6. The sexton may be asked to perform other duties as requested that are not inconsistent with this job description.

I accept the position of Sexton at the rate of \$\_\_\_\_\_ per hour.

\_\_\_\_\_  
Sexton

\_\_\_\_\_  
Date

\_\_\_\_\_  
Priest-in-Charge

\_\_\_\_\_  
Date