

## **POSITION DESCRIPTION: SEXTON**



### **Basic Functions:**

To provide maintenance and facilitate use of buildings for ongoing ministries and special events of Good Shepherd, its buildings, grounds and infrastructure, including some shared property with Good Shepherd School, Rectory, and a rental property.

**Reports to:** Facilities Manager

### **Specific Activities and Responsibilities:**

1. Change and clean air conditioning filters
2. Set-up and break-down for events
3. Change light bulbs
4. Clear leaves and debris from parking lots, sidewalks, and other common areas
5. Power wash sidewalks and buildings as needed
6. Observe maintenance needs and remedy (e.g., toilet paper, towels, etc.)
7. Simple painting jobs
8. Irrigation system maintenance
9. Set and program thermostats
10. Minor plumbing repairs (toilets, faucets, etc.)
11. Gutter/ downspout clearing
12. Wash all windows inside and out as needed
13. Prepare all church properties for impending hurricanes as needed
14. Simple projects to enhance property
15. Address immediate/urgent facility needs even in absence of Facilities Manager
16. Assist with church events as need arises, even if not during regularly scheduled hours
17. Building availability – lock and unlock doors as needed
18. Assist thrift store staff and volunteers with heavy lifting and set-up needs

### **Performance Measures:**

- Demonstrate initiative in keeping Good Shepherd property and buildings in good order
- Effective working relationship with other church employees, Rector and parishioners
- Courteous to visitors and groups using church property
- Ability to maintain flexible working schedule to accommodate functions occurring outside regular hours (e.g. Holy Week, Christmas, Annual Meeting, Artie's Party Funerals, etc.)
- Review will occur in three months of the date of this agreement, then annually

Non-exempt employee work hours will be 20 per week, flexible, to be scheduled and approved by supervisor. The weekly schedule for this position will include a minimum of four weekdays and Sunday. Compensation will be based on hours worked.

For consideration, please apply with resume and cover letter to Merike Seely at [mseely@goodsheponline.org](mailto:mseely@goodsheponline.org) or mail to Good Shepherd Church, 400 Seabrook Road, Tequesta, FL 33469 attention Merike Seely.