Position Posting

**Sexton**



First Parish Watertown, 35 Church Street
Watertown, MA 02472

www.fpwatertown.org

First Parish Watertown has an opening for a year round part-time Sexton. The sexton is responsible for the cleaning, maintenance and overall condition and appearance of the church building, its grounds and for set up and cleanup of the building for weekly services and as needed for other church services, rental events, or for the on-site preschool classrooms. Maintenance requires ongoing cleaning and making or overseeing necessary repairs and preventative maintenance. The sexton will report to and be supervised by the Church Minister, with dotted line reporting to the Church Administrator, who will coordinate with other staff and volunteers to determine set up and other needs.

**About our Congregation**: First Parish Watertown encourages personal and spiritual growth through worship, social action and outreach, fellowship and education. Our congregation values the unique contributions of each of its members. Our staff members work with the Minister and the congregation to support the values and mission of our First Parish community. The First Parish of Watertown is proud to be a [Welcoming Congregation](http://fpwatertown.org/religious_education/welcoming_congregation.html) and [Green Sanctuary](http://fpwatertown.org/our-congregation/green-sanctuary) certified.

**Schedule:** Sunday 3.5 hours 9:30- 1:00

 Remainder of the week 8.5 hours

Total= 12 hours per week.

$15-18/hr, commensurate with experience

**Duties include**, but are not limited to:

1. General cleaning of building weekly, including vacuuming, dusting, cleaning bathrooms, washing
2. General cleaning of building weekly, including vacuuming, dusting, cleaning bathrooms, washing and sweeping floors, trash removal, on weekly, monthly, semi-annual, and annual schedules as necessary. Service areas include the Sanctuary, social hall, classrooms, stairways, kitchen area, restrooms, sidewalks, entrances, parking areas and kitchen area.
3. Set up for church services on Sundays and other days of the week for rental programs, including opening building, setting up tables and chairs, and breaking down set up after events conclude, storing away furnishings and supplies and closing church. Special attention prior to Sunday Service or other events.
4. Provide lawn mowing and gutter cleaning as needed. Snow plowing of driveway and parking lot is performed by a contracted company, but sexton is responsible for salting, de-icing and shoveling entrances and sidewalks when warranted.
5. Minor repairs, including maintain interior and exterior lighting.
6. Ensure all cleaning and maintenance supplies are in stock. Order supplies, as needed, including soap, bathroom tissue etc.
7. Works with church office to communicate with church members and outside renters regarding events within established guidelines.
8. Monitor building for presence of pests and arrange pest control as needed.
9. Hire and oversee work of contractors, including snow removal, pest control, HVAC and other service/system contracts and make arrangement with private contractor to repair systems not working properly.
10. Ensure that heating, electrical and fire alarm systems are operating properly, and program the heating system weekly per the meeting calendar.
11. Identify potential building, system repairs or unsafe conditions to the Building and Grounds Committee (B & G), minister or church administrator. Attend monthly Building and Grounds Committee meetings.
12. The sexton may be called in periodically after hours to handle special circumstances, particularly emergencies with rental spaces or storm related events. Work with the Building Representative to ensure on-site coverage for events, when needed.

**Qualifications**

* Must be able to work independently with limited day-to day guidance or monitoring and prioritize the work load.
* Be physically able to carry out duties, including frequent standing, climbing ladders and lifting up to 50 lbs. Occasionally kneeling, crouching or crawling.
* Must be reliable and conscientious.
* Must be able to communicate verbally, in writing, understand, and follow instructions, schedules and safety and label instructions.
* High school diploma or equivalent
* Strong organizational skills8
* Competent in custodial and basic repair.

**How to apply**: Please send a cover letter, resume with at least two personal and/or professional references (including e-mail and phone contact information) to jobs@fpwatertown.org. If we are interested in considering you as a candidate, we will contact you for an interview. First Parish checks Criminal Offender Record Information (CORI) as part of a general background check for employment.