

COVENANT-FIRST PRESBYTERIAN CHURCH

JOB DESCRIPTION — CHURCH SEXTON

Location: 717 Elm Street, Cincinnati 45202

Salary: \$15/hour

Hours: Part-Time variable; 6 hours on Sunday required

The Covenant-First Presbyterian Church (CFPC) Sexton provides a ministry of bringing glory to God by providing a safe, clean, efficient, and hospitable environment to the worship and service of CFPC, its staff, congregation, and visitors.

The Sexton opens and closes the building on Sundays and at any special events. Scheduling is necessarily flexible to meet the needs of the facility, including some Friday and Saturday evenings when there are weddings and other special events, as well as all Sunday mornings. The Sexton performs emergency maintenance of the building and grounds and ensures a safe and welcoming environment. The Sexton is also responsible for the setup of the building as needed for worship services and other congregational, church, or community functions.

The Sexton reports to and is supervised by the CFPC Administrator, who coordinates with other staff, officers, and volunteers to determine setup and other needs.

Prior to employment, the Sexton must pass a background check and drug screen. References are required. The Sexton will be trained in and must agree to follow all CFPC policies. The Sexton will assist with building security when necessary.

Principle Duties and Responsibilities:

- Be friendly and welcoming
- Help elderly members enter and exit the building for worship and other events
- Take out garbage cans and recycling cans to curb for regular weekly pickup
- Clean outside sidewalks and steps from debris and trash
- Ensure all equipment is properly stored when not in use
- Understand and be able to run the sanctuary sound system when needed
- Clean and straighten utility areas on a regular basis
- Replenish paper towels, toilet paper, and other supplies throughout the church: communicate to the Administrator when supplies are needed
- Prepare the dining room for Sunday mornings by placing tablecloths and candles
- Understanding the use and maintenance of industrial kitchen equipment a plus
- Open and close building on Sundays and for other scheduled events
- Report to Administrator any service or maintenance needs
- Be available for weddings and other special events at the church
- Perform light maintenance and cleaning after special events
- In winter, shovel walkway, sidewalks, and other accessible areas as needed

Qualifications: Chief Qualification Reliability

- High School Diploma/GED
- Good communication skills

References are required.

Please send resumé to Covenant-First Presbyterian Church, 717 Elm Street, Cincinnati, OH 45202, Attention: Church Administrator or by email to covfirstapplicant@gmail.com.