

**ARTICLE V
JOB DESCRIPTIONS**

B. NONMINISTERIAL

SEXTON II (*Church Custodian*)

A. Principal Function:

The *Sexton II* serves under the direction of the Sexton. In the absence of the Sexton the *Sexton II* will assume all duties assigned to the Sexton. The *Sexton II* is responsible for safely performing general housekeeping duties as outlined in the statements below of duties and responsibilities such that church facilities are neat and clean.

B. Supervisory Relation:

1. He (She) will report to the Sexton for direct duties and tasks to be assigned
2. supervisor as to anticipated absences at least forty-eight (48) hours in advance of the date of the anticipated absence.
3. Submit written notice of relinquishing position to appropriate supervisor at least 30-days prior to the date of the scheduled departure.
4. The *Sexton II* is protected under the guidelines of the Church Constitution and Bylaws.
5. Job performance shall be evaluated by the *Personnel Ministry* according to the regulations set forth in the *Policy and Procedure Manual* as authorized by the Church Bylaws.
6. The *Sexton II* shall have a wage review annually or sooner by request from the *Personnel Ministry, Leadership Team*, or the employee.

C. Job Classification:

This position is non-exempt, part-time, not to exceed twenty (20) hours per week. The agreement of employment may be terminated by either the church or employee if either party fails to uphold the terms of employment.

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SEXTON II (cont'd)

D. Qualifications:

1. Be able to speak, read, and understand spoken English sufficiently to follow verbal and written instructions;
2. Be physically fit in order to safely climb stairs and lift or carry equipment or supplies weighing up to thirty (30) pounds;
3. Be able to communicate effectively with the church staff and congregation.

E. Duties and Responsibilities:

1. *General:* Excluding cleanups after Sunday breakfast and other special events:
 - a. Empty facility trash and recycle containers, as needed;
 - b. Vacuum carpeted areas, as needed or scheduled;
 - c. Sweep and mop non-carpeted areas, as needed or scheduled;
 - d. Dust/vacuum furniture, as needed or scheduled;
 - e. Clean and sanitize facility restrooms, kitchen, office and public areas, as needed or scheduled;
 - f. Order and replenish supplies, as needed;
 - g. Set up for church events, as needed or requested;
 - h. Notify *Trustee Ministry* chairperson of major maintenance or repair needs or property damage.
2. *Weekly*, unless otherwise indicated:
 - a. Sanctuary:
 - (1) Remove trash;
 - (2) Vacuum and/or sweep and mop floors;
 - (3) Dust/vacuum furniture, window sills and air return vents;
 - (4) Replenish pew materials, as applicable;
 - (5) Return pew books to racks;
 - (6) Clean foyer, as applicable;
 - (7) Spot clean and dust walls, doors, and woodwork;
 - (8) Notify *Trustee Ministry* chairperson of defective light bulbs/fixtures, and replace, as applicable;
 - (9) Remove debris from outside entrances.

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E. Duties and Responsibilities: (cont'd)

2. *Weekly*, unless otherwise indicated: (cont'd)

b. Restrooms:

- (1) Remove trash;
- (2) Flush and clean toilets and urinals with appropriate cleanser;
- (3) Clean sinks and counters with disinfectant cleanser;
- (4) Clean mirrors with appropriate glass cleaner;
- (5) Clean dirty spots from doors and walls;
- (6) Replenish supplies (paper, soap, etc.), as needed;
- (7) Sweep and mop floor.

c. Kitchen:

- (1) Remove trash and replace bags;
- (2) Clean counters and sinks with appropriate disinfectant cleanser/polish;
- (3) Clean and disinfect appliances with appropriate cleanser/polish;
- (4) Sweep and mop floor;
- (5) Replenish supplies (paper, cleaners, etc.).

d. Fellowship Hall:

- (1) Remove trash;
- (2) Clean and disinfect tables and chairs, as necessary;
- (3) Dust blinds and window sills;
- (4) Clean dirty spots from doors and walls, as applicable.

e. Education Wing:

- (1) Remove trash from offices and rooms;
- (2) Dust tables, chairs, cabinets, baseboards, and window sills;
- (3) Clean chalkboard, chalk tray, and erasers, as applicable;
- (4) Clean dirty spots from walls and doors, as applicable;

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SEXTON II (cont'd)

E. Duties and Responsibilities: (cont'd)

2. *Weekly*, unless otherwise indicated: (cont'd)

f. Education Wing: (cont'd)

(5) Vacuum and/or mop floors, as applicable;

(6) Clean and disinfect water fountains using appropriate cleanser.

F. Privileges Afforded the Sexton II:

1. Unless otherwise specified, the wage shall be paid on a bi-monthly basis at an amount approved by the personnel ministry, according to the approved church budget.

2. The *Sexton II* is protected under the guidelines of the Church Constitution as related to dismissal, criticism, and performance appraisal.

Sexton II _____ **Date**_____

Chairperson,
Personnel Ministry _____ **Date**_____

Church Business
Administrator _____ **Date**_____

Pastor _____ **Date**_____

NOTHING FOLLOWS

