Celebrate God's love
Nurture relationships with God and one another
Serve our community and world, as we share the light of Christ

Trinity United Methodist Church – Springfield, Massachusetts
Part-time Sexton

Position: Part-time Sexton

Reports to: Church Administrator

Job Description : This position requires self-organizational skills, the ability to follow directions and work alone without direct supervision, take the initiative when needed, and work with others.

Summary of Responsibilities:

The Sexton provides routine custodial and maintenance tasks in maintaining the cleanliness, sanitary, safe conditions, and appearance of the sanctuary, meeting rooms, church offices, halls, stairways, and classroom area.

- As directed by the Church Administrator and on the written job lists
- Assist church members and outside groups and others by unlocking doors, carrying in things, or procuring various items needed, such as extension cords, screens, extra tables, fans, etc.
- Conduct routine daily cleaning including vacuuming floors, rugs, and windowsills, dusting, wet moping of floors, washing tables and other surfaces, empty trash for all classrooms and public areas including hallways and office.
- Clean and disinfect toilets, urinals, sinks, and floors. Check and replenish paper goods and soap.
- Setting up tables and chairs for meetings and events, monitoring the activity in case the people need assistance, taking down setups and cleaning the floors and rugs afterward, returning premises to a neat and orderly state following services and events, and disposal of rubbish.
- Open and unlock doors before and after events and meetings, turning lights on and off as needed.
- Keep grounds clear of trash/obstacles.
- Oversee repairs/projects by outside vendors.
- When closing the building: doors/windows locked, alarm activated and lights off.

Qualifications:

- Pass Massachusetts Cori check.
- OSHA 10 Certification – preferred – Can complete online at www.pdhsafety.com
- Familiarity with commercial boiler systems
- Plumbing/electrical/maintenance skills
- Church or other Non-Profit experience -preferred
- Strong custodial and maintenance knowledge/skills
- Work effectively with others.
- Communicate clearly and effectively, both orally and in writing
- Manage sensitive and confidential information appropriately.
- Computer skills, understanding of building automation programs.
- Willing to be an active and positive member of the staff to see that the church's needs are met.
- Available during emergencies, sometimes after regular working hours
- Strong customer service skills

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- Ability to work independently

Working Conditions: Inside and Outside
Stooping, bending, occasional awkward positions, some heavy work.
Must be able to lift 50 lbs., 80 lbs. assisted.
Contact with industrial cleaners and maintenance products.

Job type: Part time
Pay: $ 17.00 /hr

Work Hours: Primarily evenings and weekends, with a set schedule TBD
Location: **In person -** Trinity United Methodist Church,
361 Sumner Ave, Springfield Mass 01108

Submit resume to: staff-parish@trinityspringfield.org