

Help Wanted: Church Sexton

St. Andrew's Episcopal Church, 90 Broadway, Methuen, MA

St. Andrew's is a family-oriented parish that has enjoyed being in Methuen for over 100 years. Our parish is made up of people of all ages, from a variety of backgrounds. We are people who love God, the church, and our neighbors. Small in numbers, but mighty in spirit, the congregation has become increasingly more involved in the community over the past 20 years, and has developed a variety of ministries to meet the needs and interests of its neighbors near and far, including the creation of the St. Andrew's Community Garden for the Methuen Arlington Neighborhood, and the construction of a solar powered well for clean water in Nghumbi, Tanzania. St. Andrew's has a **Safe Church** policy for children and elders, ensuring a safe space for all who enter.

The **Church Sexton** performs custodial duties for the church. He or she is responsible for ensuring a clean and safe church environment.

Sexton Responsibilities:

- Keeps the church building and surrounding property in clean and orderly condition.
- Performs routine maintenance activities.
- Performs cleaning duties- sweeps, mops, scrubs, or vacuums floors and carpets.
- Gathers and empties trash.
- Sets-up and breaks-down tables and chairs in the parish hall as required
- Scrubs, sanitizes, and supplies restroom facilities.
- Dusts furniture, walls, and equipment; cleans and polishes periodically.
- Cleans windows, mirrors, and partitions with soap and other cleansers.
- Shampoos or steam-cleans carpets and rugs as needed.
- Manages inventory of cleaning supplies.
- Utilizes a ride-on mower, gas trimmer, snow-blower as required to maintain the property throughout the year.
- Schedules and accompanies routine inspections of the building, elevator, kitchen, and fire extinguishers.
- Takes the initiative to notice and report to manager regarding the need for repairs or additions to building and/or operating systems.
- Performs any other tasks as requested by supervisor

Work Hours

This position is part-time, at **10 hours per week**. Work hours are flexible. Weekend and holiday work are not required, but are permitted if the sexton so chooses.

Sexton Qualifications / Skills:

- Knowledge of standard cleaning methods and procedures

- Ability to stand, walk, and bend for a few hours
 - Ability to perform repetitive motion for periods of time
 - Experience with using cleaning equipment, including vacuum cleaners, floor buffers, and cleaning solutions
 - Background in handling, mixing, and using cleaning chemicals
 - Knowledge of occupational hazards safety rules
 - Ability to lift heavy objects, climb ladders and work at particular heights
 - Communication skills
- **NOTE:** Handyman skills are a PLUS! Additional hours will be paid for these skills to complete small jobs such as like painting, mechanical, and minor plumbing.

Education and Experience Requirements:

- High school diploma or equivalent
- Basic math skills

How to Apply:

If you are interested in this position, email Jobs@StAndrewsMethuen.org to request an application.