

**Mount Olive Lutheran Church**  
Position Description – Sexton

**I. Function**

Keep the church building and grounds clean and orderly; perform basic maintenance; set up rooms for use as needed.

**II. Qualifications**

- A. Have or obtain within 30 days of employment the appropriate boiler license.
- B. Experience with building maintenance.
- C. Ability and inclination to plan work schedule efficiently and adjust it as building usage requires.
- D. Ability and inclination to maintain an inventory of custodial supplies and equipment in orderly fashion and with adequate quantities.
- E. Dedication to the mission of the Church; ability to work harmoniously with church staff and members.

**III. Supervision**

Daily supervision will be by the Pastor or designate; accountable to the Director of Properties for overall performance. Periodic performance reviews will be given by the Pastor and Director of Properties and will determine wage increases.

**IV. Duties**

**A. Maintenance**

Maintain building and grounds in clean and orderly condition according to standards set by the Property Director. This includes but is not limited to:

- Clean floors, windows, and other surfaces; maintain finishes.
- Clean rest rooms and replenish supplies.
- Remove waste, litter, and dirt in prompt and timely fashion
- Setup rooms as needed.
- Remove snow promptly from steps and sidewalks.
- Remove litter from grounds; mow lawns and do other landscaping work as directed.
- Monitor operation of the sprinkler system.
- Replace light bulbs as needed.
- Inspect building mechanical systems; perform lubrication and other routine maintenance as scheduled.
- Inspect building weekly, noting items needing special attention.

## **B. Repair**

- Assist Property Director by performing minor repairs, within capabilities. These may include plumbing, electrical, small appliances, furniture, etc.
- Assist other repair personnel as needed.
- Report items needing repair to Property Director

## **C. Other**

- Clean the church sign when needed and change lettering as directed.
- Maintain stock of supplies in an orderly fashion.
- Run errands for other staff as needed.
- Observe parking lots, noting repeated violators of parking policies.
- Other duties as may be assigned.
- Dress appropriately for the nature of the work and for the activities taking place within the building.
- Work schedule will normally be Wednesday through Sunday, with flexibility as circumstances require. The expected average is 40 hours per week.