

St. Andrew's is in search of a part-time Sexton to take responsibility for the following tasks:

1. General maintenance and upkeep of the church physical plant
  - Monitor and maintain boilers, kitchen equipment, water supply and plumbing, lighting and sanctuary sound system
  - Cleaning on a weekly, monthly and yearly schedule, including bathrooms, offices, kitchen, mopping and vacuuming of floors, dusting of surfaces, wipe down tables in classrooms and Harris Hall
  - Removal of trash and recycling from building and clean-up of trash from church grounds
2. Interface with outside providers, such as landscapers, plumber, electrician, snow removal, pest control service, Fire Alarm Company, Phone Company, dumpster company, etc.
3. Prepare for Sunday mornings, set up tables and chairs as necessary, and attendance at monthly Properties Ministries meetings.
4. Ordering/Receiving supplies and equipment for maintenance and upkeep of church property.
5. Logistics for events on church calendar (chairs/tables, lighting, acoustics, auto/video, etc)
6. Maintaining a polite, helpful and professional relationship with staff, members of the congregation and members of the community, including those who rent our space.
7. Working as part of a team with other staff members while receiving direction from the rector and properties ministry chair.
8. Presence at weddings, funerals or church events as the rector finds necessary.
9. Removal of snow from church walkways and stairs (using church-owned snowblower) and sanding/salting of these areas.
10. Program church thermostats to control heating of specific rooms for Sunday and weekday events.

The sexton will report to the Rector and work closely with the Properties ministry. These leaders will participate in an annual performance evaluation and will provide direction on priorities as they relate to their committees. No parishioners of St. Andrew's are invited to apply for the position. 20 hours weekly, hourly salary TBD depending on experience.