

Job Posting: Sexton (1 vacancy)

Job Type: Part-time; non-exempt

Work schedule: Around 29 hours per week; mainly mornings Mon-Fri

Summary

St. Martin's Episcopal Church, the nation's largest Episcopal Church, is looking for a sexton (janitor) to join the Facilities' team. Candidates must have a welcoming and friendly demeanor, the ability to communicate in English, and be committed to the Mission and Core Values of St. Martin's Episcopal Church.

Working at St. Martin's is much more than having a job! Through daily operations, employees bring as many people as possible to know, love, and serve God as revealed through Jesus Christ, through the power of the Holy Spirit.

Essential Functions

- Clean church offices and restrooms nightly
- Open and close appropriate facilities according to master facilities calendar and monitor lights, heating and air conditioning.
- Provide appropriate room set-up when necessary.
- Walk campus grounds daily; pick up and remove trash.
- Vacuum carpets, dust sanctuary and fellowship areas prior to each service or event.
- Inspect and clean restrooms daily.
- Vacuum carpets, sweep and wet mop floors according to schedules.
- Strip and polish floors and shampoo carpets as necessary.
- Wash exterior windows according to schedules.
- Move office furniture and assist in installing new equipment as needed.
- Stock cleaning supplies when received.
- Perform additional duties as assigned.

Education, Skills and Experience

- Must have a welcoming and friendly demeanor.
- Ability to communicate with staff in English.
- Prior work experience in similar role preferred.

EEO/AAP

St. Martin's policy and intent are to provide equal opportunity and employment in its practices.

Please forward resume or work experience to recruiter@stmartinsepiscopal.org.

Only Christian applicants will be considered.