

ST. JAMES LUTHERAN CHURCH  
GETTYSBURG, PENNSYLVANIA

Number 1.20.51  
Subject Assistant Sexton  
Effective Date 08/14/03  
Revised 11/15/06, 7/16/14  
Committee Personnel

Organization/Church Employees/Assistant Sexton

Reports to Building Superintendent

Position Summary

The Assistant Sexton provides cleaning and minor maintenance services on a rotating evening/weekend schedule. This position requires frequent lifting, standing for long periods, dealing with time and facility demands of meetings of members and non-members, set up and tear down of facilities as requested. This person is responsible for building security, lock up as requested and other duties as assigned.

Principal Accountabilities

1. Cleans the following areas on a daily basis or as assigned: entryways, designated room(s), hallways and stairwells.
2. Keeps work area neat.
3. Keeps Building Superintendent informed of building maintenance and supply needs.
4. Maintains building safety and security. Removes people who do not belong on the premises or calls police to do the same. Locks doors as assigned after evening activities.
5. Assists in special assignments as needed and directed by the building superintendent. This may include special periodic maintenance such as floor waxing, painting, window washing or carpet cleaning.
6. Provides set up and tear down for special events as assigned.
7. Provides coverage for special events (weddings, funerals) as assigned. However regular shift schedule will be maintained when possible.

Qualifications

1. Works well with a variety of people.
2. Necessary janitorial skills
3. Works well with minimum supervision
4. Self starter
5. Some experience preferred