

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,  
9/9/2020  
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 cleanliness, security, lock up as requested and other duties as assigned.

Anticipated work hours: 12-15 hours per week, plus rotating Sunday schedule when in-person worship services resume (4 hours)

Principal Accountabilities

1. Clean the following areas on a daily basis:
  - Early Learning Center facility (lower level of church building)
    - Mop tile floors with specified equipment
    - Vacuum carpets
    - Disinfect hard surfaces and high-touch surfaces in classrooms, bathrooms, entryways, hallways and stairwells
    - Restock bathrooms with toilet paper, soap and paper towels
2. Serve as host for evening meetings throughout the building; occasional room set-up and tear down may be requested
  - Stay until all meetings have concluded
  - Disinfect hard surfaces and high-touch surfaces in occupied rooms and bathrooms
3. Work every other Sunday to cover morning worship services, rotating with Building Superintendent
  - Tend to kitchenette area and assists with coffee between worship services
  - Tend to bathrooms (main and upper levels, handicap and nursery)
    - Remove trash
    - Restock toilet paper, soap and paper towels
    - Disinfect hard surfaces and high-touch surfaces after each worship service
4. Keep Building Superintendent informed of building maintenance and supply needs, and keep supply closet organized
5. Maintain building safety and security. Remove people who do not belong on the premises or call police to do the same.
6. Assist 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. Provide coverage for special events (weddings, funerals) as assigned. However regular shift schedule will be maintained when possible.

### Qualifications

1. High school diploma or GED equivalence preferred
2. Complete and pass three background checks (criminal history, child abuse, FBI fingerprints)
3. Works well with a variety of people
4. Necessary janitorial skills
5. Works well with minimal supervision

St. James Lutheran Church is an equal opportunity employer.