

WOODLAWN PRESBYTERIAN CHURCH (U.S.A.)

3026 Woodlawn Road
Jacksonville, FL 32209

POSITION DESCRIPTION FOR CHURCH SEXTON

POSITION: Attend to the upkeep and maintenance of all buildings and grounds including Manse. Performs minor repairs to buildings, tools and equipment.

QUALIFICATIONS:

1. High School Diploma
2. Ability to operate equipment for maintenance work.
3. Two years experience in landscape and janitorial work.

ACCOUNTABILITY:

The Sexton is accountable to the Pastor, and the Session via the Personnel Committee in the performance of his/her responsibilities.

SPECIFIC DUTIES OR RESPONSIBILITIES:

1. Maintains cleanliness inside and outside of the Sanctuary, Education Building, and Family Life Center. Keep same free of dirt, debris, dust, paper, trash and other litter.
2. Maintains lawn, flowers, shrubbery, and trees in manicured state on the property.
3. Sweeps strip and/or wax floors, as required. .
4. Maintains cleanliness/appearance of furniture by dusting, waxing or polishing as required.
5. Maintains cleanliness of drapes, blinds, shades and carpets by dusting, cleaning (with appropriate cleaners/detergent) or vacuuming.
6. Waters and fertilize lawn, plants, all shrubbery, as required.
7. Operates powered and non-powered tools and equipment in a safe manner.
8. Rakes bag and prepare clippings, debris, and trash (from all property) for removal by sanitary trucks.
9. Inspects doors, windows, fixtures, plumbing, tools and equipment for good working condition.
10. Makes minor repairs to doors, windows, fixtures, plumbing, tools and equipment, within capability.
11. Safeguards keys issued to sexton. Keys not to be loaned or duplicated without expressed permission from the Pastor, Clerk of Session or Chairperson of the Trustee Board.
12. Reports to the Pastor or his designated representative.
13. Notifies Pastor or secretary, when unable to report to work.
14. Sets up and arranges classrooms, meeting rooms, Education Building, Sanctuary, and Family Life Center as needed.
15. Inventory supplies as necessary to perform assigned duties and reports needs to the church office.
16. Performs other tasks periodically assigned by the Pastor or his/her representative, not otherwise specified above.

(See addendum)

I HAVE REVIEWED AND ACCEPT THIS JOB DESCRIPTION. I UNDERSTAND THE REQUIREMENTS, THE LINES OF ACCOUNTABILITY AND THE RESPONSIBILITIES OF THIS JOB.

Signature _____
(Employee)

Date _____

Signature _____
(Chairperson of Personnel Committee)

Date _____

Note: Work hours are 8:30 – 5:00 Monday, Tuesday, Thursday, Friday and Saturday with a 30 minute lunch break. This constitutes a 40 hour week.

Woodlawn Presbyterian Church (U.S.A.)
3026 Woodlawn Road
Jacksonville, Florida 32209
(904) 768-5905
Application Form for the position of Sexton

Date: _____

Name _____ **Date of Birth** _____

Address _____

Phone # _____ **E-Mail Address** _____

Work Experience

Where?

How Long?

Educational Background

What is your reason for wanting this job?

What special skills do you bring to the job?

What job limitations do you have?

What is your expected hourly salary range? ___ \$7.00-\$8.00 ___ \$8.00 -\$10.00 ___
___ Other \$ _____

References: (List at least 3)

Name

Address

Phone #
