

Saltwater Unitarian Universalist Church
Part-Time Sexton Job Description October 2024

Title: Sexton

Rate of pay: \$20/hr

Weekly hours: 13 hours per week, variable schedule with some weekend hours required

Reports to: Administrator

FLSA Status: Non-exempt

Start date: ASAP

Purpose:

Saltwater Unitarian Universalist Church is seeking a part-time staff-member to provide weekly janitorial services and support our Administrator and volunteer Facilities Team in coordinating and accomplishing basic repair and maintenance tasks for our buildings and grounds.

Job tasks:

- Basic repair and maintenance tasks on the Saltwater buildings and grounds
- Interface with tenants regarding maintenance needs
- Meet contractors doing work at the church as needed
- Attend occasional meetings of staff and volunteers involved in repair and maintenance
- Weekly cleaning tasks:
 - Supplies and cleaning equipment provided by Saltwater UU Church to comply with environmental sustainability and scent-free accommodations policies
 - Grounds
 - Collect and dispose of litter on the lawns, pathways, etc.
 - All indoor areas
 - Remove dust and dirt from corners, ledges, moldings, crevices
 - Clean horizontal surfaces
 - Remove all trash, compostables and recyclables to outside containers
 - Replace trash/compost can liners
 - Replace light bulbs as needed
 - Main building including Sanctuary and Welcome Room
 - Vacuum and dust
 - Clean both sides of glass entry doors
 - Bathrooms in main building and Lighthouse (5 total)
 - Vacuum/sweep and wet mop hard floors

- Clean & disinfect sinks, toilet bowls, and urinals
 - Wash counters & door handles
 - Clean & refill dispensers, towels, toilet tissue as needed
 - Clean mirrors
 - Main building kitchen
 - Vacuum/sweep and wet mop floors
 - Wipe and clean appliances
 - Clean countertops
 - Refill soap and paper towel dispensers as needed
 - Classrooms
 - Vacuum and dust
 - Vacuum/sweep and wet mop hard floors
 - Clean horizontal surfaces
- Every other week cleaning tasks:
 - Office building
 - Vacuum/sweep all offices and meeting rooms
 - Vacuum and wet mop hard floors
 - Clean & disinfect sinks, toilet bowls, and urinals
 - Wash counters & door handles
 - Clean & refill dispensers, towels, toilet tissue as needed
 - Clean mirrors
- Occasional additional cleaning after special events

Job requirements:

- Familiarity, experience and comfort with basic carpentry, electrical, plumbing and janitorial work
- Able to safely: lift up to 50 lbs, use a ladder, sit, stand, reach, kneel and crawl
- Team player who can work collaboratively with a diverse community of staff and volunteers
- Good telephone, text, in-person, and email English language communication skills
- Respectful of Unitarian Universalist values and practices (learn more here: <https://www.uua.org/beliefs/shared-values>)
- Commitment to diversity, equity and inclusion

To apply:

Send resume, cover letter, and the names and contact info for three references to minister@saltwaterchurch.org