

Job Description

Title: Senior Sexton

FLSA Status: Exempt_____ Nonexempt_ _____ **Hourly rate:** \$25.00

Position Time: Full_ _____ Part-time_ _____ Term-limited_____

Reports to: Executive Director

Committee Relationship(s): Property Committee

Staff Supervision Responsibility: n/a

Job Purpose

The Unitarian Universalist Church of Reading (UUCR) is seeking an initiative-taking and mission-aligned Senior Sexton. The Senior Sexton plays a key multifunctional role in the life of the church and is instrumental in the smooth operations of church worship services and programs, as well as long- and short-term rentals on campus. This individual will play a key role in stewarding the physical resources of the church to support its ministries, events and long-term vision.

Job Summary

The Senior Sexton is responsible for overseeing the church campus buildings and grounds and keeping them in a condition suitable for use by the congregation or others for worship, classes, meetings, special events and rentals. The Senior Sexton performs custodial care and maintenance tasks, and contributes to security and hospitality for the church and its campus. The Senior Sexton is responsible for maintaining permits and licenses for town and state inspections. The Senior Sexton coordinates with the Executive Director, Property Committee, Governing Board and Minister regarding maintenance needs and expenses. The Senior Sexton must be able to work well with congregants and staff and be able to work both under close supervision and with some autonomy.

The Senior Sexton will work up to 15 hours per week. Some weeks may require more. Availability on Sunday from 8am to 2pm and Tuesday from 10am to 2pm is required, although there will be some flexibility in scheduling.

This is an in-person/on-site position.

Key Responsibilities

Maintenance of Facilities:

Oversee the cleanliness and upkeep of the church and Sawyer House

- Vacuum carpets, mop floors, sanitize restrooms, clean windows, dust surfaces, remove trash
- Perform minor repairs
- Maintenance of mechanical systems - HVAC and plumbing
- Monitor, order, and stock custodial materials
- Assemble and move furniture
- Hang quilts, artwork, bulletin boards, etc.

- Replace light bulbs
- Obtain bids and oversee work of third-party contractual companies that perform facilities-related services on church campus.
- Work with the Property Committee as necessary to determine appropriate companies/vendors.

Groundskeeping:

Ensure the outdoor areas are well-kept and safe for everyone.

- Pick up debris
- Trim hedges
- Mow lawn
- Schedule grass cutting and snow removal
- Purchase, arrange, and plant seasonal flowers as necessary
- Sand/salt during inclement weather
- Lead grounds maintenance for end-of-summer clean up, fundraisers, and special events
- Order/install necessary signage

Preparation/Breakdown for Services:

Ensure that buildings are prepared to support the worship experience.

- Unlock church and Sawyer House
- Adjust air/heat temperature for arrival and departure
- Open/close windows
- Sanitize and restock bathrooms
- Clean sanctuary - vacuum cushions/carpet, sweep/mop chancel, pick up debris
- Set up and break down tables and chairs for social hour
- Lock all doors and windows to close church and Sawyer House

Assistance During Events:

- Help with logistics, setup, and cleanup for weddings, funerals, and special events

Security and Safety:

- Ensure all facilities are compliant with local, state, and federal regulations (i.e. fire codes, ADA, OSHA)
- Ensure safety protocols are followed
- Maintain necessary documentation, certifications, and inspection records, in collaboration with administrative staff
- Maintain permits and licenses for town and state inspections to include kitchen inspections, backflow preventers, fire extinguishers, fire sprinklers, emergency lighting, etc.
- Provide emergency management/support as needed
- Lock/unlock church facilities
- Maintain and monitor security systems/code access
- Inventory, organize, and manage keys
- Work with office administrator to develop and manage access and approval

Administrative:

Engagement and communication supports smooth operations.

- Check/respond to email daily using church-issued email address
- Check mail and coordinate with office administrator for payments
- Enter scheduled facility related work into facilities calendar

- Monitor church calendar and coordinate with staff
- Attend and participate in staff meetings, 1-to-1 meetings, Property Committee meetings. Attend Governing Board meetings as required.
- Obtain and oversee work of third-party contractual companies that perform facilities-related services on church campus. Work with the Property Committee as necessary to determine appropriate companies/vendors.

Competencies:

Behavioral

The Senior Sexton will possess the core behavioral competencies expected of all UUCR staff:

1. Credibility – Ability to understand workplace expectations and perform in a responsible, reliable and trustworthy manner
2. Customer service aptitude – Set of behaviors that put interests of public first
3. Flexibility – Openness to different and new ways of doing things
4. Organizational Skills – Ability to plan and structure work for optimal personal performance and support constructive collaboration and coordination with other professional staff
5. Respect and Empathy – Show concern for and value the worth and work of others
6. Self Management – Take responsibility for the quality and effectiveness of one’s own performance
7. Team Player – Ability to work positively and professionally with staff, church volunteers, congregants and vendors
8. Accountability - Take ownership of duties, performance, and outcomes with reliability, integrity, and transparency

Technical

The Senior Sexton will possess the following technical competencies to carry out the core professional duties of the position:

1. Effective Communication – Ability to exchange information with others effectively
2. Technical Expertise – Demonstrate degree of knowledge and skill sufficient to perform core duties successfully
3. Fiscal responsibility – Understanding of financial resources and limitations
4. Creative and mature problem solving – Timely identification and provision of effective solutions to problems

Qualifications: The Senior Sexton position requires the following abilities (through education, training and/or experience):

1. Demonstrated experience in facilities management and grounds care
2. Experience with same or similar operation of systems in use on the church campus
3. Experience doing light repairs and maintenance

Physical Requirements: This is a hands-on, working role.

Must be able to climb stairs.

Must be able to lift a minimum of 50 lbs.

Must be able to climb a 10-foot ladder.

It requires the ability to physically perform - grasping, lifting, pushing and/or pulling - maintenance and repair tasks across multiple trades. The successful candidate will roll up their sleeves and directly handle carpentry, electrical, drywall, groundskeeping, and other essential facilities work as needed.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

Non-Discrimination Statement

UUCR is committed to inclusion and does not discriminate on the basis of age, disability, sex, race, religion or belief, gender identity, family status, or sexual orientation. Applications from a wide range of candidates are welcomed.

Fair Chance Employer

We welcome diversity and are committed to creating an inclusive environment for all employees. We encourage applications from individuals with past convictions, and we conduct individualized assessments based on the nature, severity, and recency of the offense(s) as they relate to job duties.

How to Apply

Please submit a cover letter **and** resume detailing your qualifications and interest in the position to Ayanna Hines at executivedirector@uureading.org with "Senior Sexton" in the subject line. Applications will be reviewed on a rolling basis.