

Job Description

Title: Sexton

FLSA Status: Exempt_____ Nonexempt X **Hourly rate:** \$22.00

Position Time: Full__ Part-time X 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 Sexton. The 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 supporting role in stewarding the physical resources of the church to support its ministries, events and long-term vision.

Job Summary

The Sexton is responsible for keeping church campus buildings and grounds in a condition suitable for use by the congregation or others for worship, classes, meetings, special events and rentals. The Sexton performs custodial care and maintenance tasks, and contributes to security and hospitality for the church and its campus. The Sexton coordinates with the Executive Director regarding maintenance needs. The 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 Sexton will work up to 11 hours per week. Some weeks may require more. Availability on Sunday from 8am to 2pm and weekday evenings is required.

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

Key Responsibilities

Maintenance of Facilities:

Cleanliness and upkeep of the church and Sawyer House

- Vacuum carpets, mop floors, sanitize restrooms, clean windows, dust surfaces, remove trash
- Perform minor repairs
- Monitor and stock custodial materials
- Assemble and move furniture
- Hang quilts, artwork, bulletin boards, etc.
- Replace light bulbs
- Work with the Property Committee as may be necessary

Groundskeeping:

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

- Pick up debris
- Trim hedges
- Mow lawn
- Snow removal / Sand and salt during inclement weather
- Support grounds maintenance for end-of-summer clean up, fundraisers, and special events

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
- Provide emergency support as needed
- Lock/unlock church facilities

Administrative:

Engagement and communication supports smooth operations.

- Check/respond to email daily using church-issued email address
- Monitor church and facilities calendars
- Attend and participate in 1-to-1 meetings

Competencies:*Behavioral*

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

1. Demonstrated experience in facilities 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 cleaning and 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 offenses 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 "Sexton" in the subject line.

Applications will be reviewed on a rolling basis.