

## **First Unitarian Society of Ithaca, NY**

### **Sexton Job Description**

**Job Summary:** The Sexton is responsible for the maintenance and cleaning of the church buildings, as well as physical set up for church events.

**Reports to:** Congregational Administrator

Status: Full-time (25 hour/week), year round position, entails working most Sundays.

#### **Job Overview:**

First Unitarian Society of Ithaca (FUSIT) is a mid-sized Unitarian Universalist congregation with three buildings: church, parish house, and annex. The Sexton supports the vision and mission of FUSIT by maintaining these spaces, keeping them clean and useful, and communicating maintenance needs. The Sexton is primarily expected to maintain the buildings, keep them secure, and maintain order therein. The Sexton is expected to nurture and strengthen a respectful, inclusive, supportive, and safe environment; truly enjoy maintenance and cleaning; and support FUSIT's commitment to become an intentionally and actively anti-racist, welcoming congregation. The Sexton collaborates with the Buildings and Grounds Team, the Congregational Administrator, the Minister and staff, and others.

#### **Essential Functions:**

- Keep the Church buildings clean and orderly including vacuuming, mopping, dusting, cleaning restrooms, deep cleaning of rooms, washing windows, etc.
- Removal of all trash and recycling
- Set up tables, chairs, easels, chalice, etc. for various church-sponsored events.
- Set up and Clean up for Sunday Services
- Notify the Congregational Administrator of any problems or potential building issues which may need addressing. This may include damages, structural issues, potential safety issues, etc.
- Maintain an adequate stock of cleaning and household supplies and equipment.
- Maintain the grounds outside the building in a neat and attractive manner. Sidewalks will be swept as needed. Raking, washing, snow removal and ice melting treatments shall be done as needed. The Sexton is not expected to perform landscape maintenance or landscaping projects.
- Other duties as required

#### **Minimum Qualifications:**

Education: High school diploma or equivalent

Demonstrated ability to work with minimal supervision.

Physical Requirements: Able to move freely throughout church buildings. Able to independently do word processing and other computer applications

#### **Core Competencies:**

Helping Orientation: Demonstrates concern for and attends to the needs of the congregation's internal and external constituents; projects a sense of empathy and understanding when dealing with members and friends of the congregation; is able and willing to supply answers and resources that others find satisfying.

**Time Management:** Is able and willing to focus time on tasks that contribute to organizational goals; Uses time effectively and efficiently; values time and respects the time of others; concentrates his/her efforts on the most important priorities; can appropriately balance priorities.

**Communication skills:** Is able to deliver a message clearly, articulately and with appropriate emotion in a variety of settings and mediums; demonstrates communication styles appropriate to the situation at hand; adjusts the message, without losing the essence of the message, depending upon the circumstance and the listener; clearly delivers message in a tone appropriate to the context; avoids communication triangles.

**Attention to Detail:** Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.

**Mission Ownership:** Demonstrates understanding and full support of the mission, vision, values and beliefs of the congregation; can demonstrate those values to others; consistently behaves in a manner congruent with the mission, vision, values and beliefs.

**Initiative:** Enjoys working hard; is action oriented and energetic about worthwhile activities; not fearful of taking calculated risks; seizes opportunities; sets demanding but achievable objectives for self and others.

**GENERAL STATEMENT OF RESPONSIBILITY:** This is a 25 hour per week position from late August through late June. The Sexton will work with the Administrator to establish a weekly work schedule which will allow them to accomplish all necessary tasks while allowing for response to unplanned-for events (snowstorms, etc). Up to five (5) Sundays a year may be taken off with prior arrangement for finding a replacement.

Summer hours will be reduced but will allow for weekly cleaning of restrooms, the space where the Sunday services are held, main kitchen, etc as well as trash removal, recycling, and any maintenance.